

NMAT SECURITY POLICY (Statutory)



Preamble

This policy should be read in conjunction with the NMAT Health and Safety, Lock Down, Safeguarding and Surveillance Policies.

1.0 Policy Statement

- 1.1 NMAT Trustees recognise their corporate responsibility to provide a safe and secure environment for students, employees and visitors. Each academy's security procedures will operate within the framework described in this policy.
- 1.2 Where appropriate the Trust will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Trust will provide staff with enough resources, information and training to implement the security procedures.
- 1.3 The Trust Board will where appropriate, be informed of breaches and failures of this policy to enable them to take any corrective action as is necessary to ensure the safety of students, staff and visitors.

2.0 Organisation

- 2.1 The following groups and/or individuals have responsibilities for ensuring the security of the relevant Academy:

The Trustees will ensure that the Trust has a Security Policy and that this has been implemented. Trustees will monitor the performance of each Academy's security measures. This will be achieved:

- Via related reports to Trustees;
- By all Trustees and Governors observing its implementation when visiting an NMAT Academy;
- By periodically reviewing the Security Policy (as per the policy schedule);
- By delegating the day to day implementation of the policy to the Head of School.

The Executive Principal will:

- Ensure that all staff within the Trust 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.

The Head of School will:

- Ensure that all visitors, contractors and agency staff adhere to the Security Policy;
- Monitor the implementation of the Policy and security arrangements.

The Head of School may delegate day to day implementation of the Policy to another member of the Senior Leadership Team, usually the Academy Day Manager or Academy's Buildings Development Manager.

All NMAT staff will comply with this Policy and the arrangements put in place to ensure the safety of students, employees and others on the Academy site.

This policy will be kept under regular review in light of legal developments and best practice.

NMAT SECURITY POLICY (Statutory)

Those listed below have been given specific responsibilities for academy security:

| Security Issue: | Responsibility of: | Specific Duties: |
|---|---|--|
| Agreeing and reviewing the Trust's Security Policy | Trustees | Agree Policy Review every 12 months |
| Day to day implementation and management of the Policy | - Head of School - Academy Day Manager / Academy Buildings and Development Manager | Inform Staff Monitor Performance Review arrangements |
| Checking the condition and maintaining the safe operation of physical and electronic security devices (locks, gates, key pads, fences etc.) | Site Team and/or IT Team if appropriate | Part of normal duties to check physical integrity of security devices |
| Control of visitors | Receptionist(s) | Check ID, Issue badges |
| Control of contractors | - Receptionist(s) - Site Team | Check security level Make aware of security procedures, fire/evacuation procedures Ensure correct level of supervision |
| Security Risk Assessment <i>see also NMAT Risk Assessment Policy</i> | Academy Day Manager / Academy Buildings Development Manager | Review annually and inform Trustees of findings. They need to use this as part of their policy review |

Students will:

- Be encouraged to exercise personal responsibility for the security of themselves and others;
- Cooperate with the arrangements for the security of their Academy.

3.0 Arrangements

3.1 The Trust has agreed the following arrangements to ensure the safety and security of staff, students and other users of NMAT premises:

Information and Communication

- All staff must be aware of the Trust's Security Policy, especially staff with a specific role to play;
- All staff induction will include the Trust's Security Policy and will be recorded on the employee's Induction Training Profile, with record being kept by the Academy Day Manager (or HR alongside all other training?)/Buildings Development Manager;
- These arrangements will be communicated to all third parties that use NMAT's premises and grounds. All will be expected to comply with the arrangements as a condition of sharing use of the building;
- Where there has been a breach of any aspect of the Security Policy, the event should be recorded on the appropriate Incident / Near Miss Form. The breach would constitute an incident or near miss and can therefore be considered by the SLT and Trustees in their regular reviews. Any breach of the Security Policy should always, in the first instance be reported to a senior member of staff as a matter of urgency. Any action(s) taken should be clearly recorded, as should the reason for not taking any action, if appropriate.

This policy will be kept under regular review in light of legal developments and best practice.

NMAT SECURITY POLICY (Statutory)

- Where relevant, parents/carers will be informed about the Academy security arrangements and any part they are expected to play, for example when visiting the academy.

Controlled Access and Egress

- Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.
- All visitors must sign in via the electronic system at the Main Reception on arrival at work and should sign out when they leave. Details will be taken including name, vehicle registration number, who they are visiting. A photograph will also be taken, from which a badge will be raised and placed in a plastic wallet with a coloured lanyard. This must be worn at all times as identification – it is not acceptable to put it in a pocket or bag and this will just prompt multiple challenges from staff as to why the person is on site.
- NMAT academies operate a colour coding system for lanyards and any person on site without a badge will be challenged and asked to accompany a member of staff to Main Reception or be asked to leave the site. Any refusal will be reported immediately to a senior member of staff. Any aggression will be reported to the Police.
The lanyard contains up to date safeguarding information should an incident need reporting.
- At the end of the visitor's time in the Academy, the badge must be returned to Main Reception and the visitor signed out.
- Visitors should wait in the Main Reception area until the person they are visiting comes to meet them. The member of staff receiving the visitor must ensure that the visitor leaves the premises through the Reception area, returns the badge and signs out.
- Staff leaving the site during the day must sign out at Main Reception, and also sign in again on their return.

Buildings

- The Trust will make all reasonable attempts to restrict access to the building to prevent unauthorised access to students and ensure the safety of staff.
- All visitors will only be allowed access to the Academy after the signing-in procedure has been completed (see above).
- Other entrance/exit doors are controlled by magnetic locks. These can be unlocked using an electronic fob which records the name of the person releasing the lock.
- External boundaries are protected by security fencing.
- The car park and areas at the front of each site are accessible by the public but the risk is controlled by the academy's supervision arrangements at the start and finish of the academy day and the procedure for visitors.
- Sites are covered by a CCTV system for the purposes of crime prevention and investigation (see Surveillance Policy for details).
- Access to external areas, e.g. playing fields, for PE lessons is always under the control of staff.
- At social times all areas are supervised by duty staff.

4.0 Supervision of Students

4.1 The Trust's overall safeguarding strategy requires that all times the security of students is achieved by competent supervision by authorised Academy staff.

4.2 Locations where supervision is part of the Trust safeguarding procedures:

This policy will be kept under regular review in light of legal developments and best practice.

NMAT SECURITY POLICY (Statutory)

- Front of site – students are supervised in this area before and after the academy day by a duty team which includes senior members of staff.
- Social Areas – playground areas and playing fields – again, staff are on duty to supervise students during break and lunch times.
- Senior staff on duty use two-way radios to maintain contact.

4.3 Times of the day when supervision is part of the academy safeguarding procedures:

- Start of the academy day – as students arrive on site.
- Breaks and lunchtimes – all parts of the site have access control and supervision.
- End of the academy day – staff on duty monitor students leaving the site

5.0 Cooperation with third parties, extended services and community groups

5.1 The Trust security arrangements have considered any other third parties that use the academy buildings or grounds. In most circumstances the arrangements for the academy will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed:

5.2 Community Use – Group leaders are responsible for keeping registers of visitors attending their activity or event and checking their presence in the case of a site evacuation. Organisers will be advised of arrangements for emergency evacuation, first aid, insurance and other matters before their booking is authorised (see Lettings Policy for further details).

5.3 Supervision of Contractors – Contractors and maintenance personnel will not always have been DBS checked and should not have unsupervised access to students. They will therefore be controlled as follows:

- They will be issued with visitor badges which must be worn;
- They will only carry out work at times agreed by the academy;
- They will be supervised at all times by academy staff – this does not necessarily mean watched continuously, but in a way proportionate to their location and proximity to unsupervised young people;
- Contractors will be made aware of site emergency procedures.
- A Permit to Work will be completed by the Site Team before work commences.

5.4 Lone Workers – There is a separate Trust Lone Workers Policy which should be referred to for staff where there is a security risk due to the need to work alone.

6.0 Physical Security Measures

6.1 The Trust has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and students. The provision will be reviewed on a regular basis using a security Risk Assessment.

6.2 The Risk Assessment will consider:

- The location and layout of the academy;
- 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.

This policy will be kept under regular review in light of legal developments and best practice.

NMAT SECURITY POLICY (Statutory)



6.3 Where justified by consideration of the risk, the Trust will ensure that physical security measures are installed. Where physical controls are not justified the academy will ensure that other controls are implemented by the academy to ensure the safety of staff and students.

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

7.0 Locking Arrangements and Key Holders

7.1 The number of key holders is restricted to essential users of the building.

7.2 In the event of a site emergency or intruder(s) on site the site team will be contacted by the alarm company to attend the site. The alarm systems are also connected to the emergency services. *N.B. Nunthorpe Academy has a contract with Redcar & Cleveland Borough Council for out-of-hours call outs.* When responding to an out-of-hours call out, site staff should not enter the building if they suspect danger. The Police should be contacted and the site staff should wait until they arrive.

7.3 The site staff have the responsibility of ensuring that, at the end of the day, the premises are secure. This includes closing all windows, locking doors and activating the alarm system.

8.0 Risk Assessment

8.1 A security Risk Assessment will be completed annually by the Academy Buildings Development Manager. The findings will be used in the review of this policy.

9.0 Monitoring and Review

9.1 The Head of School and Academy Day Manager / Academy Buildings and Development Manager will monitor the performance of this policy and report breaches, failings or security related incidents to the Board of Trustees.

9.2 Trustees will monitor performance via the reports provided to them and when visiting the academy.

9.3 This policy will be reviewed annually or earlier following any breach of the policy.

This policy will be kept under regular review in light of legal developments and best practice.