



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

# **An Daras Multi-Academy Trust**

## **Security Policy**

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Approved</b>	
Recommended	Yes
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Statutory	
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Advisory Committee	LSS / Audit
Linked Documents and Policies	ADMAT Health and Safety Policy ADMAT Lettings Policy

## **Section A: Aspects covered by this Policy**

1. Access control (site)
2. Access control (buildings)
3. Trespass on site
4. Traffic controls
5. Break and lunchtime procedures
6. Lone working
7. Personal safety
8. Criminal damage
9. Safety of property
10. Personal property
11. Security of cash
12. Insurance
13. Verbal or physical abuse
14. CCTV
15. School lettings / extended school use
16. Fire detection systems/ arson prevention
17. Offensive weapons
18. Bomb threats
19. Reporting security incidents
20. Additional security issues for schools
21. Emergency contacts
22. School opening hours.

Appendix A – Guidance regarding bomb threats

Appendix B – School Safety Induction for Visitors, Voluntary helpers and Hirers of the school premises.

Appendix C – School Safety Induction for Contractors

## **Section B: The Policy Statement**

An Daras is committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, local governors, contractors and visitors on our sites. It aims to develop, promote, communicate, and encourage a positive culture within the academy trust, 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 on our sites, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the schools staff, pupils, visitors and contractors, as well as its physical assets.

The 'School Management Team' referred to in the document, is defined as the Executive Head Teacher/Head Teacher and/or Head of School, Senior Leadership Team and Local Governing Body for each specific school.

## Section C: Responsibilities/ Organisation

The Security Policy is to be used alongside the Trust 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.

The Security Policy will be held in the Risk Management folder. It will be reviewed on a bi-annual basis along with the Health and Safety Policy, or sooner if change or alterations occur.

### **The security within the working environment is the responsibility of everybody who uses the site.**

Regular checks, reports, and self-assessments are carried out through the working year, the results of which are used to assist with a rolling security plan and updating of the Security Policy.

Trust/School staff will be informed of the overall security arrangements both formally and informally and updated with any security issues if or when they occur. This will be done through regular senior leadership team meetings, Key Stage meetings or TA/premises staff meetings and through the staff induction process for all new trust staff.

## Section D: Arrangements

### 1. Access control (Site)

Adequate arrangements to secure the school site will be assessed by the individual school leadership team. A rolling programme will be in place to ensure that any additions and/or maintenance to the perimeter are addressed. Current controls that are in place, such as gates and pedestrian entrances should be shut or locked, whenever possible, both during and out of school hours. Any arrangements for lettings or extended school activities will be arranged on a separate basis and **must take into account the requirements of the Trust Lettings Policy and the Trust Tackling Extremism and Radicalisation Policy.**

### 2. Access control (Buildings)

All the appropriate signage should be displayed throughout the individual school site directing visitors, staff and pupils to the designated entrances that are to be used to access the building. All of these doors should, wherever possible, have access control measures in place for use during the school day. Staff should check these measures at regular times to ensure they are in working order and have not been compromised. All staff will ensure that doors and windows to their areas are secured at the end of the working day and that electronically secured doors are shut during the school day.

The individual school leadership team, on at least an annual basis, will ensure the current measures are appropriate and adequate. This process will assess all access control measures to the site with the view to improvement where necessary.

All visitors will have restricted access to the school, reporting to the main reception, using the electronic signing in system at all times. **Where possible and if deemed appropriate, visitors will be accompanied by a member of staff at all times.**

When numbered/colour-coded badges are issued staff and visitors should display them at all times. Staff should be aware of the schools procedures and **actively question all persons on site if they are un-badged or unknown.**

All contractors should be made aware of the Trust's policy for 'contractors working on site.' A nominated person (normally the Head Teacher/Head of School but this may be delegated to another

member of staff) 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 pupils entering the school premises later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.

Any child 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 they must be signed out using the signing in/out log. No pupil should be allowed to leave the school unless contact has been made with parents/guardians via written or verbal permission/agreement, or unless specific circumstances prevail.

Keys for the school will be given out under the strict agreement of the school leadership team, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff, 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 school hours. All access to spare keys should be logged.

### **3. Trespass on site**

The individual school and its grounds are private property and not for general public access.

Any person who enters the school site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Executive Head Teacher/Head Teacher, Head of School and/or notify the police.

**Staff should avoid any confrontation with the offender/s.** Signage regarding trespass, where appropriate, should be in place around the site.

### **4. Traffic Controls**

All drivers need to be aware that pupils may be in or near the car parking area. Only vehicles with appropriate permission should be using the school car park (School/Pre-school staff, disabled badge holders, professional visitors, and approved contractors).

Parents should not park in the school car park unless they have specific permission from the Head Teacher/Head of School. **Any unknown vehicle or occupant needs to be logged and politely challenged as to why they are on the school site.**

The site speed limit is 5 miles per hour and this must be observed at all times. Where possible cars should be reversed into a space and driven out. No vehicle parking should be outside designated bays, nor should they impede the transit of emergency vehicles.

### **5. Break and lunch time procedures**

The school leadership team will make the appropriate arrangements for the supervision of the pupils during break and lunch times – informed by specific, regularly reviewed, written risk assessments. 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. These arrangements will be under the operational control of a designated senior MTA.

## **6. Lone working**

The Trust has in place a Lone Working Policy which all staff should be made aware of at each specific school within the Trust. Staff undertaking tasks involving lone working should have a personal risk assessment in place.

All lone working tasks should be discussed with the school leadership team before they start.

## **7. Person safety – staff, pupils, visitors**

The school leadership team on a regular basis will review all of the current access control measures, to include limited access control out of school hours. Exterior lighting should be present by all access and egress areas including the car park and other vulnerable areas.

Information and instruction will regularly be given to both staff and pupils regarding the importance of personal safety whilst on site.

The pupils will receive information or messages on local safety concern issues as and when required. This will be passed on through the school leadership team in a way deemed appropriate at the time. Information may be passed to staff, parents and pupils or just a single part of the school community.

**All incidents breaching personal safety must be reported to the school leadership team as soon as possible and the incident must be recorded in writing using the appropriate recording templates.**

All staff should be aware of their actions in case of emergency. Written procedures should be 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 school site are adequate.

Communication issues should also be addressed in the lettings and extended school procedure for each individual school within the Trust.

## **8. Criminal damage**

If criminal damage occurs on a Trust site, personal safety and security for the site may have been breached. All damage must be reported to the school leadership team via the Incident Report forms and the police gaining a crime number, where required.

Any damage done must be assessed to ensure that access control measures are still in place, and that the damage will be attended to by Property Services / contractors used by the Trust as quickly as possible. Temporary arrangements should be in place if the damage cannot be returned to 'full standard' straight away.

## **9. Safety of property**

The individual school sites are generally protected by an intruder alarm system, which is serviced by annual contract. The alarm system is in line with the insurance criteria.

The alarm should be used at all times outside of the school 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 site caretaker/manager will ensure that the alarm is in full working order by carrying out regular visual checks of the system. An annual or six-monthly service will also be completed by an approved Trust contractor.

All items belonging to the school of significant value must be security marked using the Parago Asset Management System. All items should appear on the Asset Management Register, which is updated as required by office staff.

#### **10. Personal Property**

All pupils are asked not to bring personal property of value into school. Arrangements will be made for the safeguarding of equipment brought in to the school by pupils when required for use in lessons (e.g. musical equipment) or for use after school (mobile phones). This will be in agreement with a staff member and the pupil.

Staff are responsible for all their own personal valuables brought onto site (including mobile phones, glasses and IT equipment). These should be locked away securely at all times if possible. Staff are reminded that no items of value should be left in vehicles in the car park.

Visitors are reminded that the Trust is not responsible for the loss of any personal item/s.

#### **11. Security of cash being held on site**

All cash on an individual school site or Trust Central Office 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 leadership team.

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

#### **12. Insurance**

The Trust central team will ensure that the relevant level of insurance is in place to cover both the cost of loss or damage to property and its contents.

As part of the Asset Management System, a current inventory of all the relevant property at each site will be held both on site and by the Trust central office. This will be updated as and when required.

#### **13. Verbal or physical abuse – to staff and/or pupils**

The Trust will follow Local Authority guidelines. All such incidents must be recorded via the Accident/Dangerous Incident Report form available and on the individual school Anti-Bullying Log/Racial/Homophobic Harassment Incident Log. This up-to-date log must be available for scrutiny by Trust leaders, OFSTED or the LA.

#### **14. CCTV**

##### **Purpose of CCTV Use**

- To ensure the safety and security of students, staff, and visitors.
- To protect school property, buildings, and equipment.

- To monitor and manage access to school premises.
- To deter anti-social behaviour, vandalism, and theft.
- To provide evidence in case of incidents, accidents, or disputes.

#### **Scope and Areas Covered**

- Cameras are not installed in areas which require privacy (e.g., toilets, changing rooms, staff rooms)

#### **Compliance with Data Protection Laws**

- The school will ensure that all CCTV footage is handled in accordance with data protection principles, including:
  - **Lawfulness, fairness, and transparency:** Ensuring the data is used only for the stated purposes.
  - **Purpose limitation:** Footage will only be used for security purposes or other legitimate needs.
  - **Data minimisation:** The data collected will be appropriate and limited to what is necessary for the intended purpose.
  - **Accuracy:** Ensuring that data collected is accurate and up-to-date.
  - **Storage limitation:** The retention period for CCTV footage will be limited (typically 30 days unless otherwise required for an investigation).

#### **Notification to Staff, Students, and Visitors**

- Clear signage indicating the presence of CCTV cameras, in compliance with the ICO (Information Commissioner's Office) guidelines.

#### **Access to CCTV Footage**

- CCTV footage will be accessible only to authorised personnel, such as the Headteacher or a designated member of staff.
- There are clear procedures for handling requests to view footage, whether by staff, parents, or authorities (e.g., in the case of a police investigation).
- Footage will only be shared with external parties when required by law or with appropriate consent.

#### **Retention and Disposal of Footage**

- The retention period for CCTV footage is commonly 30 days unless required for an ongoing investigation.
- Procedures for securely deleting footage after the retention period, or when it is no longer needed.

#### **Training and Responsibilities**

- Staff responsible for operating CCTV equipment are adequately trained on how to manage, monitor, and access footage while ensuring compliance with the school's policy.
- Clear roles and responsibilities for individuals handling CCTV data, including those in charge of footage storage, access control, and retention.

#### **Security of CCTV Data**

- CCTV systems will be secured against unauthorised access, including the use of encryption or password protection where necessary.

#### **Review and Monitoring**

- Periodic audits will be conducted to assess the effectiveness and impact of CCTV in the school.

#### **Right to Access and Rectification**

- Individuals (e.g., staff, students, or parents) have the right to request access to their personal data captured on CCTV under GDPR, within a reasonable timeframe. Please refer to our Data Protection policy for further information.

#### **Complaints and Concerns**

- Please refer to our Data Protection Policy for further information.

### **15. School lettings/ extended school use**

Where a Trust site is used for lettings, the Trust Lettings Policy must be used/ followed by the school leadership team and distributed to all of the hirers.

All arrangements for the individual school 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. **The Trust Tackling Extremism and Radicalisation Policy must also be complied with particularly background checks on the individual or organisation wanting to let the building.**

Extended school activities should be assessed with regard to any additional security systems to be in place.

### **16. Fire detection systems/ arson prevention**

All of the current fire detection and fire alarm systems are tested as advised by Trust Safety and Premises consultants with records kept. **Fire drills should be carried out at least on a termly basis, with appropriate written records kept.** Staff/pupils where appropriate should be made aware of any issues should current procedures change.

Access control will play a part in the arson prevention. Staff will be reminded of the need to limit the amount of combustible items from both in and around the school. At all times staff should follow the waste procedures for the site.

All fire including arson, or an attempted arson attack must be reported to the police and LA.

### **17. Offensive weapons on site**

It is a criminal offence to carry an offensive weapon. If there is any doubt the school leadership team will call police to assess the situation.

The police will be called to deal with any person on site who is not a pupil and is suspected of having an offensive weapon. The offender will be reported to the Executive Head teacher/Head Teacher, Head of School/police without confrontation by any member of staff. **The school Lockdown or Evacuation Policies must be initiated quickly by senior leaders once the risk/threat has been identified.**

Personal safety of the Trust/school staff member is paramount at this time. All incidents of this nature must also be reported to the police and the LA.

### **18. Bomb threats**

The Trust recognises that any form of bomb threat could have serious consequences for all persons in and around a school site. The individual school 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 calling the police, organising the evacuation and co-ordinating the whole emergency.

Appendix A outlines general guidance from the Emergency Action folder. As such, incidents can vary staff will be aware of the schools own procedures (which should be in place) and the tasks they may be asked to undertake.



**19. Reporting security incidents**

All Trust staff are aware that incidents of any security breach must be recorded/reported through the individual school's reporting procedure. This should then be passed on to the appropriate areas (Trust central office management, police/community support officer).

**20. Additional security issues for the school**

If any pupil displays behavioural issues which could create both personal safety and security issues, the school will risk 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 school leadership team and the parent/ guardian of the child.

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