The Robert Carre Trust

Security Policy

1. Policy statement

- The Robert Carre Trust recognises and accepts its corporate responsibility to provide a safe and secure environment for students, employees and visitors to the schools within the Trust. Each school's security procedures will operate within the framework described in this policy.
- 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.
- The Trust 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 members of the school community.

2. Organisation

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

2.1. Trustees

The Board will ensure that each school recognises the Trust security policy and that this has been implemented.
Trustees will monitor the performance of the security measures. This will be achieved

- By reports from the Operations Manager
- By the Health & Safety Trustee and Governors monitoring performance on their visits three routine meetings with the Operations Manager
- Via the Executive Headteacher reports to Governors.
- By all Trustees and Governors observing its implementation when they visit the school.

.
Trustees will delegate the day to day implementation of the policy to the Executive Headteacher/Headteacher/Head of School and the Operations Manager.

2.2 Headteacher/Head of School

The Headteacher/Head of School will:

- Set up arrangements in school that comply with the security policy agreed by Trustees.
- Ensure that all staff within the school receive information, instruction and training in the security policy.
- 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.

This responsibility will be carried out with the assistance of the Operations Manager for the Robert Carre Trust.

2.3 Staff

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

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	SLT on behalf of Trust	Agree policy Review every 12 months
Day to day implementation and management of policy.	Executive Headteacher/ Headteacher/Head of School delegated to Operations Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Site Managers	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security	Site Managers	Part of normal duties to check physical integrity of security devices.
Control of visitors	Administration staff at Reception	Issue passes, using the InVentry software
Control of contractors	Site Managers	Issue passes using InVentry software and inspect paperwork
External organisations	Site Managers and Operations Manager	Ensuring these organisations are aware of the requirements of the policy.
Security of money etc	Finance staff	In line with Trust Finance Policy
Security Risk Assessment	Executive Headteacher/ Headteacher/Head of School and Operations Manager	Review annually and inform Trustees of findings to use as part of policy review
Staff ID /Lanyards	All staff	All staff to wear name badges/lanyards with Photo ID at all times and remain vigilant for unauthorised access to the premises.
Signing out	All staff and 6th formers	Staff must sign in and out throughout the day, including lunchtime periods, using InVentry software packages.

2.4 Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others.

- Students will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the Trust's Behaviour Policy.

3. Arrangements

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

3.1 Information and Communication

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

All staff inductions will include the Trust's security policy and will be recorded on the employees' training profiles.

Procedures and arrangements for security are detailed and regularly updated in the following documents:

- Staff Handbook
- Health and Safety Policy
- Contractors Guidance Information

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

Parents will be informed about the schools' security arrangements and any part they are expected to play.

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 students or staff.

The extent of physical controls, such as fences and gates is limited across both schools within the Robert Carre Trust. This has been decided by a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Trust has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff. This assessment is on-going and will be reconsidered during 2020-21.

Buildings and Grounds

The Trust will take reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to students and ensure the personal safety of staff.

The access control procedures for the building are –

- The main school buildings have open access to a School Reception. Signage directs all visitors to report to Reception on their arrival. It is impractical to have access control on all other buildings and so students will be safeguarded in these other blocks by other methods such as supervision. Unauthorised visitors will be challenged by staff.
- The Schools operate a signing in /signing out system for all parents and visitors /students who are late/ leaving early.

- Site staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- There is traffic management plan in place which provides a one-way system through the grounds of each school
- Contractors comply fully with school procedures at all times
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.
- Extensive floodlighting covers entrance and exit doors and car parking.
- There are CCTV cameras which cover certain parts of the Trust's buildings and grounds
- The following areas are accessible by the public but the risk is controlled with our schools' supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- 3G Pitch and school fields – access to school playing fields PE are always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Lunchtimes – students use the playgrounds and the 3G pitch (CGS) that could be accessed by a person walking past the schools. They are always under control of duty staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Auxiliary blocks – these are not secured by electronic means. Supervision duty rota for breaks and lunchtime provide means of controlling any public risk.

3.3 Control of Visitors

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

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a lanyard to be worn at all times. This includes parents, helpers, contractors and any other person that is not employed by the Trust.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member off staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception.
- Any person on site without a lanyard 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 Executive Headteacher/ Headteacher/ Head of School. 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.
- Community gym users who use the fitness facility at Carre's during the school day are issued with a membership card with photo ID.

3.4 Supervision of Students

The Trust's Safeguarding Policy requires that at times the security of students is achieved by competent supervision by authorised school staff.

Our safeguarding procedures –

- Playgrounds and sports fields – Students are always supervised in this area and visitors professionally challenged.
- Registration procedures – all students are expected to attend registration at a designated tutor room. The tutor is expected to complete the electronic register. Late students are expected to report to Reception and recorded as present by the Administration Staff. Registers are taken at the start of each period
- Trips and visits – Trip leaders are expected to advise Reception staff and all teaching staff of students who are out of school on an authorised school trip
- Ad hoc absence – individual students leaving the school site during the day must be signed out at Reception
- Absentees – students / parents must contact the school before 08.30am to report any absence and staff do likewise before 08.00am
- Start of school day – as the grounds have open access, duty teams are deployed in designated areas from 08.40am to 08.50am.
- Lesson changes – due to multi-block nature of the site, access control is not possible for every individual building during lesson changes.
- Lunchtime – all parts of the school site without access control are supervised by duty teams.
- Duty teams are also deployed at the end of school day 15.30 to 15.40 at the front of school.
- End of the school day (clubs / fixtures) - students are fully supervised by members of staff. Parental contact and medical information is available for all students.

3.5 Cooperation with third parties, extended services and community groups

At Carre's Grammar School, community users are welcome to use our facilities from 14.00 on weekdays. They carry photo ID with them proving their membership and authorisation to be on the school site.

Community users of the 3G pitch, Northgate Sports Hall and other Carre's Grammar School facilities have access to the school site from 17.00hrs when school based activities have finished and students have finished their school day.

On occasions we have lettings to the Carre's Grammar School Food Technology room during the school day. On these occasions the hirer signs in at Reception, is issued with a visitor lanyard and then formulates a register of names who are attending his class.

There are also community lettings at Kesteven and Sleaford High School. All of these take place after the end of the school day.

The Robert Carre Trust reserves the right to cancel bookings on either or both sites, in the event of a school closure, lockdown or similar, or in the interests of site security.

3.6 Supervision of contractors

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

- All will be given school lanyards 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 Trust staff, most likely to be the site teams. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised students.

3.7 Lone Working

The Trust discourages lone working but on occasions this does happen. Lone Working Risk Assessments for staff will be conducted where there is a potential security risk due to the need to work alone and they will receive appropriate training.

3.8 Physical security measures

The need to use physical measures such as fencing and electronic access controls have not been implemented on either site. Some CCTV is evident on both sites to ensure the safety of staff and students. The Trust 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, the Trust will ensure that physical security measures are installed. Where physical controls are not justified the Trust will ensure that other controls are implemented by the school to ensure the safety of staff and students.

3.9 Locking arrangements.

At different times of the day the Trust's security arrangements require the locking / unlocking of various entrances. The Site Teams at both schools have responsibility for this.

3.10 CCTV

CCTV systems are in operation at both schools' Main Receptions and Northgate Sports Hall reception as well as within the grounds of both schools. The Trust will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

3.11 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved. The Finance teams take lead responsibility.

3.12 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.

3.13 Personal Property

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

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Staff and Student involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property. They should be told:
- the schools' policy on reporting assaults, disturbances, theft, damage and burglary;

3.14 Medicines

There are occasions when students 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 cabinets. Arrangements for the administration of medicines are detailed in the Trust's Supporting Students with Medical Conditions Policy

4. Risk Assessment

A security risk assessment will be completed annually by the Executive Headteacher/ Headteacher/Head of School Operations Manager with the findings will be used in the review of this security policy.

5. Monitoring and Review

The Executive Headteacher / Headteacher/ Head of School, supported by the Operations Manager will monitor the performance of this policy and report breaches, failings or security related incidents to the Trust.

Governors/Trustees will monitor performance via the Executive Headteacher/ Head of School/Headteacher's Reports to Trustees/Governors and when visiting school.

This policy will be reviewed annually by the Executive Headteacher and the Operations Manager for approval by SLT

Agreed by SLT: December 2021

Next Review Date: December 2022 (annually)