



# KING JAMES I ACADEMY

## Health, Safety & Security Policy

Date Adopted by Governors: 9 June 2016

Date of Next Review: 9 June 2017

## Health, Safety and Security Policy

### 1. General Safety

1.1 The following information could save your life. Please read it carefully and sign the declaration at the end. If there is anything you do not understand ask the Site Manager.

#### 1.2 On Discovering a Fire

- Immediately raise the alarm by breaking the glass of a wall mounted call point.
- Leave the building by the nearest safe exit. Please bear in mind that this may not be the same way you came into the building or by which you would normally leave it. Additionally some exits may not be available, make sure you know where your nearest exit is to get out.
- Proceed to the designated assembly point and report to the fire marshal.
- Do not re-enter the building until authorised to do so.

#### 1.3 On Hearing the Fire Alarm

- Stop work. If it is safe to do so, turn off any equipment and close any open windows, close doors behind you.
- Leave the building by the nearest safe exit. Please bear in mind that this may not be the same way you came into the building or by which you would normally leave it. Do not stop to collect personal belongings or return for any reason. Additionally some exits may not be available, make sure you know where your nearest exit is and how to get out.
- Proceed to the designated assembly point on the school yard next to the Agnew Building.

#### Evacuation Process during Examinations

- Students sitting exams in the Sports Hall / Main Hall will evacuate onto the Netball Court.
- Students sitting exams in the Art Seminar Room will evacuate to the designated assembly point.
- Exam Invigilators will keep students segregated from the rest of the students and will check to make sure all students are present. Invigilators will confirm this with the Examinations Officer who will then inform Office Staff.
- Do not re-enter the building until authorised to do so.

**If it is felt that the designated assembly point / netball court is under threat, an air horn will sound, and site staff will open the bottom gates at the bottom of the back drive and all staff / students will evacuate onto Queen's Road playing field.**

#### 1.4 Please Remember:

- Raise the alarm....Get out....Stay out!
- Do not attempt to fight a fire – it is not your job
- Never Block fire exits
- Never prop open fire doors
- Keep fire exits and escape routes clear

## 1.5 Unknown and Suspicious Packages

- Please refer to the Unknown and Suspicious Packages procedure at the end of this policy.

## 2. Personal Safety

2.1 King James I Academy takes the safety of its employees very seriously. Please read the following points. If you have any questions ask your line manager.

- Under no circumstances must you knowingly expose yourself to the risk of violence.
- If you see someone acting suspiciously offer them assistance without being confrontational and inform a line manager or the main office.
- Never try to apprehend or recover goods from someone on your own, don't chase anyone.
- If you are threatened or subject to actual violence make sure you report it immediately.
- If you have any suggestions how your personal safety or that of our students could be improved tell your line manager.

## 3. Security Policy and Procedures

3.1 Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to King James I Academy. The Academy's security procedures will operate within the framework described in this policy.

3.2 Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

3.3 The Governing Body 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 children and staff.

## 4. Organisation

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

- Governors - The Governors will ensure that the Academy has a security policy and that this has been implemented. Governors will monitor the performance of the Academy's security measures. This will be achieved:
  - via the head teacher's reports to governors
  - by all governors observing its implementation when they visit the Academy
  - Governors will periodically review the Academy's security policy.
  - Governors will delegate the day to day implementation of the policy to the Headteacher.
- Headteacher - The Headteacher will:

- Set up arrangements in the Academy that complies with the security policy agreed by governors.
  - Ensure that all staff within the Academy 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.
  - Ensure that all visitors, contractors and agency staff adhere to the security policy.
  - Monitor the implementation of the policy and security arrangements.
- Staff - All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the Academy site.

4.2 Those listed below have been given specific responsibilities for Academy security.

Security issue	Name	Specific Duties
Agreeing and reviewing the Academy security policy	Finance committee	Agree policy Review every 12 months
Day to day implementation and management of policy	Headteacher / Estates Manager	Inform staff Monitor performance Review arrangements
Securing Academy entrance/exits as detailed in this policy	Site staff	Unlock gates 6:30am – 8:40am and 3:30pm (2:20pm on a Friday)
Checking the condition and maintaining the safe operation of physical and mechanical security devices (locks, gates, key pads, and fences)	Site staff	Part of normal duties to check physical integrity of security devices.
Control of visitors	Receptionist	Issue badges
Control of contractors	Estates Manager	Check security level. Make aware of asbestos plan. Make aware of security abstract, fire and first aid systems. Ensure correct level of supervision.
Security of money, etc.	Admin staff, kitchen staff.	Counting, storing and transporting cash within the Academy.
Security Risk Assessment	Estates Manager	Review annually and inform governors of findings. They need to use this as part of the policy review.

- Children will:
  - Be encouraged to exercise personal responsibility for the security of themselves and others.
  - Cooperate with the arrangements made for the security of the Academy. Breaches of the Academy security arrangements are a breach of the Academy's Behaviour Policy.

## 5. Arrangements

- 5.1 The Academy has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the Academy premises.

## **6. Information and Communication**

- 6.1 All staff must be aware of the Academy's security procedures, especially staff that have been given a specific role to play.
- 6.2 All staff induction will include the Academy's security policy.
- 6.3 These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Academy's security arrangements as a condition of sharing use of the building.
- 6.4 Where there has been a breach of any aspect of the Security Policy, the event should be recorded on the Accident/incident/near miss form. The breach would constitute an incident or near miss and therefore, it can be considered by the SLT and Governors in their regular review of statistics. Any breach of the Security Policy should always, in the first instance be referred to a senior member of staff as a matter of urgency. Any action taken should be clearly recorded as should the reason for not taking any action.
- 6.5 Parents will be informed about the Academy security arrangements and any part they are expected to play. For example when visiting the Academy or at handover times.

## **7. Controlled access and egress during the Academy day**

- 7.1 Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.
- 7.2 When a visitor or contractor arrives at reception, details will be taken, verbally, as to their name, car registration number and purpose of visit. Details will also be recorded of who they are visiting and the time of day. A photograph will also be taken; from this a badge will be raised and placed in a plastic wallet with lanyard. This must be worn at all times as identification. It is not acceptable to put it on a pocket or bag as this will just prompt multiple challenges by staff as to why the person is on site.
- 7.3 At the end of the visitor's time in the Academy, the badge will be handed into reception and visitor signed out. If visitors are leaving after Main Reception is closed, badges can be posted in the box next to the desk in Main Reception.
- 7.4 Visitors will wait in the outer 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 door, and return the badge to the receptionist so that the badge can be cancelled.
- 7.5 Staff who wish to leave the premises during the Academy day, must sign out in reception and also sign in on their return.
- 7.6 The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. King

James I Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

## **8. Buildings**

8.1 The Academy will make all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

8.2 The access control procedures for the building are:

- The main building has two entrances, one for visitors and contractors and one for students. Authorised visitors will only be allowed access after the receptionist has recorded their details, taken a photograph and issued them with a personalised badge. Visitors also need to wait in the lobby until the person they are meeting with comes to reception to collect them.
- Visitors to the Lodge must sign in at Main Reception beforehand.
- All external entrance doors can be opened from the outside using combination locks.

## **9. Grounds**

9.1 The following parts of the Academy have been secured by means of physical restrictions such as fencing and electronic access control.

9.2 All external boundaries have either/or a 6 foot metal or wooden security fence erected or at least a six foot high tightly grown hedge which provides a physical barrier.

9.3 The following areas are accessible by the public but the risk is controlled with our Academy's supervision arrangements and how the Academy deals with visitors.

9.4 Early Years Outside Areas (When Year 5 and Year 6 students visit the Academy). At the times when large groups of either Year 5 or Year 6 students spend some days in the Academy, the supervision system becomes more elaborate. Academy staff along with the host teaching staff, ensure that groups of students are moved safely from one activity area to another. Lunch and break times are staggered with enhanced supervision for the entire duration of the break.

## **10. Control of Visitors**

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

## **11. Our policy is that:**

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not a member of the Academy staff.
- Visitors will not be allowed to move around the site on their own unless they provide an up to date Enhanced Disclosure and a form of ID.

- Any person on site without a badge 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 Headteacher or senior member of staff. Any aggression will be reported to the police.
- Visitors will not remove any items of Academy property without the express permission of Academy staff.
- For their own safety any authorised visitor will be given appropriate information on the Academy's health and safety procedures such as parking, fire safety and first aid and security in the Academy.

## **12. Supervision of pupils**

12.1 The Academy's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised Academy staff.

12.2 Locations where supervision is part of our safeguarding procedures:

- Playground – children are always supervised in this area and visitors challenged. A senior member of staff is also on duty outside the Academy to observe entry into Academy.
- The Academy field – here, the staff follow procedures which ensure that supervision is applied at all times when students are on the field.

12.3 Times of the day when supervision is part of our safeguarding procedures:

- Students accessing the site before 8:15am enter the site via the Dining Hall, are registered in the Library and supervised by a member of the support staff in the Dining Hall.
- Start of Academy day – gates are open from 8:15am to allow access to the site. The gates are supervised from 8:30am to 8:40am. Parents have been informed of these arrangements and that supervision does not start till 8:30am.
- The only route into the Academy after 9:00 am is via reception
- Lesson changes – all parts of the Academy site have access control and supervision.
- Lunchtime – all parts of the Academy site have access control and supervision.
- 3:30pm – at the end of the day, staff will monitor the students leaving the site.
- Our security arrangements request parents not to drop off and pick up students within the Academy grounds at the start and end of the Academy day.

## **13. Cooperation with third parties, extended services and community groups**

13.1 Our Academy security arrangements have taken into account any other third parties that use the Academy building or grounds. In most circumstances the arrangements for the Academy in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

13.2 Community use – Community activities begin at 4:30 pm.

13.3 Supervision of contractors - Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given Academy badges 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 Academy staff. This does not mean watched continuously, but in a way proportionate to their location and proximity to unsupervised children.
- They will be made aware of fire safety, first aid and security arrangements.
- Asbestos in the building will be explained and contractors will sign to confirm understanding of these measures.

13.4 Lone Workers - Our Academy has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

#### **14. Physical security measures**

14.1 The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

14.2 The risk assessment will take into account:

- 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

14.3 Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the Academy to ensure the safety of staff and pupils.

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

#### **15. Locking arrangements**

15.1 At different times of the day the Academy's security arrangements require the locking of various entrances. These will be reviewed after the PSBP project is complete.

#### **16. CCTV**

16.1 The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout Academy informs people of this. There are 4 external cameras outside of the Rawe Building which cover key points outside of the building and internal cameras at various points around



the site. The Risk Assessment will identify additional CCTV that is needed where applicable.

## **17. Cash Handling**

- 17.1 The Academy avoids keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas. Cash is collected twice a week by Securicor.

## **18. Valuable equipment**

- 18.1 All items above the value of £25 will be recorded in the Academy stock book.
- 18.2 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 not be left where visible from outside.
- 18.3 The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

## **19. Personal Property**

- 19.1 Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to the Academy any valuable personal property.
- 19.2 Lost property should be handed to the Student Support Office where it will be kept for 6 months before disposal.

## **20. Medicines**

- 20.1 There are occasions when pupils may be prescribed treatment where medicines are needed during Academy time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the Academy's medicine cabinet in the Medical Room. The key is available from Eileen Barlow.
- 20.2 Arrangements for the administration of medicines are detailed in the medication section in the Academy first aid policy.

## **21. Risk Assessment**

- 21.1 A security risk assessment will be completed annually by the Headteacher / Estate and Transport Manager. The findings will be used in the review of this security policy.
- 21.2 The risk assessment will use the format in the CYPS Academy Health & Safety Policy & Procedures Manual.

## **22. Monitoring and Review**

- 22.1 The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance committee.

- 22.2 Governors will monitor performance via the Headteacher's termly report to governors and when visiting the Academy.
- 22.3 This policy will be reviewed annually by the Headteacher.