



**St Newlyn East**  
Learning Academy



**Kernow Learning**  
Building Excellent Schools Together

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# Access to Site/ Security Policy

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## Policy for Security Procedures

At St. Newlyn East Learning Academy the pupils should work and learn in a safe and secure environment where everyone is able to live life in all its fullness. Families need to be confident that the school provides such an environment. Staff should feel that the LGB has done everything it can to make the school a safe place in which to work.

At St. Newlyn East Learning Academy we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the threat of assault, arson and vandalism very seriously. We take stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

## Roles and Responsibilities

Overall school security is the responsibility of the employer. The employer is Kernow Learning and the headteacher is responsible for implementing the security policy.

### **Local Governing Board (LGB)**

The School's Local Advisory Board meets every half term. As part of the headteachers report and Kernow Learning procedures for supporting and monitoring security on site, Governors receive updates as necessary.

### **Headteacher**

The headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

There are regular risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police.

The headteacher is responsible for the security of the premises during the school day; in her absence, senior leaders assume this responsibility.

### **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

### **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE curriculum the pupils will be taught about personal safety and social responsibilities.

### **Parents**

The parents of pupils at St. Newlyn East Learning Academy are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School Prospectus / Website
- new Foundation Stage Parents' discussion
- school newsletter
- individual letters

### Police/Local Community

Our School values working in partnership with the local police and community in assisting with the security arrangements for the school site and the surrounding area. The School communicates with the local community/liaison Officer and the community Neighbourhood Watch on security matters and local residents are encouraged to report incidents they witness directly to the police. The Headteacher writes to local residents when we are undergoing works at the school and when local residents report incidents to us or the authorities, the Headteacher makes contact to express our thanks.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.**

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

### Security Strategies Control of Access

St. Newlyn East Learning Academy has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### School Grounds

All children enter the school grounds via 2 pedestrian gates. During the school day, the gates to the school are locked and codes are held by school staff. When the gates are open at the beginning and end of the day, the gates are manned by school staff on a rota basis. Children enter their classrooms via the external door where they are greeted by the class teacher.

Parents are not allowed to enter the school building in the mornings and are asked to wait outside the designated entrances / classroom doors when delivering their children unless appointments or special arrangements have been made. If an unknown adult is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

### Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside) the main Reception Area door is opened by a buzzer from the office or a member of staff if they recognise a visitor. Other external doors that are main points of entry have coded padlock access and codes are held by staff.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the reception area, which is clearly marked. In the first instance, a member of the administration team will meet visitors; they will be asked to sign in, read the visitors pack and give the reason for their visit.

A member of the admin team escorts visitors to the member of staff requested – or asks visitors to wait in the entrance foyer whilst a member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are instructed to wear a badge before they are allowed into the main part of the school. These are colour coded and reflect their level of safeguarding checks.

Posters (see left) are displayed in all areas of school showing the colour coding of these.

### Adult Lanyards – What do they mean?



No visitor is given unrestricted access to the school; this includes parents. All children and colleagues are alert to unrecognised adults in school. Children should report unknown visitors to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory

reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague.

The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises however, they should act as any other visitor to the school, complying with the appropriate school arrangements. They are not to roam at will around the school, enter classrooms or stop members of staff carrying out their professional duties. To support this, staff are available and outside at the end of the day to support with communication.

If parents wish to take their child(ren) out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance in writing on form requesting leave of absence. Pupils are signed out at the school office.

### Trespass

St. Newlyn East Learning Academy is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher might revoke the parent's permission to be on the premises by taking the following action. This is detailed in the Parents' Code of Conduct.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher, Trust or LGB, confirming the parent's permission to visit the school has been revoked and that there is a five-day period in which to make representation. Formal notification is important, as their human rights are being affected.

**The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.**

### Entering and Leaving School

All children enter and leave the school by the designated entrances or classroom doors. The front door is to be used only if a child arrives after 9:00 am, when they should report (that they are late) to the office. Some children may have special arrangements in place to use the front door.

### Leaving School at the End of the Day

At the end of the school day, the children leave by the designated exit or classroom door. Teachers (or known school adults) are with classes at the end of the day and 'match' pupils to collecting family members.

If, after ten minutes, no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the front entrance until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting. Children who travel home by taxi wait in the entrance area.

### Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

### Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. Some pupils bring a phone to school where, for example, they are walking home or going to a friend's house. Phones are held in locked teachers' cupboards until the end of the day.

### Security of Equipment and Cash

Main items of school equipment, for example computers, laptops and other equipment are security marked. The school utilises a payment system which has minimised the need for any cash to be sent into school by parents. Any petty cash on the premises is kept in the safe but money is banked regularly.

### Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty and Security lighting has been installed.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed, and equipment switched off, before leaving the premises.

The Headteacher, Premises Team, site supervisor and SLT are designated key holders and are responsible for the security of the building.

### Estates Manager

It is the responsibility of the Estates Manager to check that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system are working properly.

Before leaving the premises, the nominated Keyholder has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### Contractors in School

When contractors are working in School, the following precautions should be taken:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and of any Health and Safety issues. The Estates Manager should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn

at all times. Contractors should complete maintenance logs, when appropriate. Contractors used by the Trust on a regular basis are detailed on the Single Central Record which confirms that necessary safeguarding checks are in place.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

### Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Our School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in the School on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students should have access to this area only; the remainder of the building should be locked.

### Fire Detection Systems

At St. Newlyn East Learning Academy we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, or locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are placed to prevent intruders or pupils using them to start fires or as a means of access to the roof.

### Offensive Weapons

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. Searches of pupils' belongings can, if a high risk is identified, be carried out by the Headteacher or a member of SLT. This is always undertaken with a colleague present. If there is a very high risk or a child refuses, a search must be carried out by the police. St. Newlyn East Learning Academy, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

### Confiscation of Weapons

Staff take possession of a knife or any weapon brought to school by a pupil. The staff authorised to do this are the Headteacher and Assistant Headteachers.

The item is locked away; staff should either:

- Arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action.
- However, in no circumstances should some weapons – e.g. flick knives and knuckle-dusters – be returned.

When weapons are returned to parents, a record should be kept

**Or**

Arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

### Critical Incident

If the security of the school is breached, leading to a critical incident (or example, a pupil or member of staff being attacked or a bomb threat), the **Critical Incident Policy** is implemented with staff and Trust leaders responding to the procedures.

### Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors.

### Review of Policy and Procedures

For all monitoring of local policies, we adopt a rigorous and reflective approach. We take into account multiple perspectives on the effectiveness and success of the policy and procedures in question, including:

- the experience of the member(s) of staff designing and delivering the provision;
- feedback from our pupils
- observations and feedback from staff – both internal and external
- engagement in research, relevant literature, and continuing professional development (e.g. relevant training/workshops).

These perspectives inform our action plans for each aspect of our school provision – with an emphasis on meaningful reflection, improvement and enabling everyone to flourish and shine.

### Further Information

This policy should be read in conjunction with:

- Access to School Site Policy
- Critical Incident Policy
- Parent Code of Conduct
- Staff Conduct

### Useful documentation and Resources

DfE School Security – [DfE website](#)

DfES/Home Office School Security; Dealing with Troublemakers 1997

DfES The Human Rights Act and Your School 0194/2000

HDA Violence at Work 2/97

HSE Contractors in Schools

NAHT Managing Security in Schools – series of five books 2000

The Stationery Office Managing School Facilities – A guide to Improving School