



## Fylde Coast Academy Trust

(FCAT)

# Security Policy 2016-2018



**Including:**  
Procedures  
Policy

**Associated Policies**  
Emergency Plan  
Business Continuity Policy  
Lockdown Policy

## Statement

This document identifies the key elements of Fylde Coast Academy Trust (FCAT) security management system and the ways in which the security of students, staff, governors, contractors and visitors is applied. It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

### FCAT Academy Objectives

- SLT to promote a collaborative and co-ordinated response to risk management within their academy.
- Identifying improvements in security culture.
- Implementing on-going improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing contractors, visitors, volunteers, parents and students of the security policy and encouraging them to help to ensure that it is effective.

### Academy Security Procedure Responsibilities

FCAT (FCAT Premises and H&S Committee) will provide strategic direction and leadership through providing training, advice, inspection visits and the monitoring of each academy.

The Principal will have delegated responsibility for the day to day security of the academy and for ensuring such things as:

- All staff appreciating the importance of security and understand the academy policy/procedures and their own responsibilities.
- Staff training needs are kept under review and training arranged as and when necessary.
- New staff are informed of the academy's security policy/procedure during induction.
- Parents and students are informed of the security policy/procedure and encouraged to help ensure that their academy has a safe culture.
- Any issues will be reported to the estates/site teams.
- Advice will be sought from the police where necessary.
- All crimes will be reported to the police.

Academy Business Manager/Site Team will:

- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, bring these promptly to the attention of the Principal, and review security procedures as and when required.
- Raise awareness of security issues.
- Have an adopted 'out of hours' security procedure.

**Whatever the arrangements for delegating certain functions, good security involves everyone within FCAT.**

Staff should be aware of and conform to operational procedures that affect security e.g.

- Key control procedures.
- Visitor monitoring.
- External door monitoring.
- New employees will be informed of this during their induction training.
- All must be issued with ID badges and will wear these whilst on the premises.

Students:

- Students should not approach any stranger and report all strangers immediately to the nearest member of staff.
- Assemblies/meetings will regularly remind them of their role.

**Trespass**

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002 (see section 6).

All FCAT academies are a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- Members of staff - unless suspended for health or disciplinary reasons.
- Registered students - unless excluded for disciplinary reasons.
- Parents or guardians responsible for a student at the academy - unless prevented for legal reasons.
- Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.
- Professionals such as academy advisers, trainers and coaches.

**FCAT Managing Violent and Abusive Parents, Carers and Visitors Policy**

**Visitor Access Control**

Each Academy will operate a simple workable access control system and therefore:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.
- Provides visitors with a waiting area until they can be dealt with.

Identifies legitimate visitors and monitors:

- Their arrival and reason for their visit by requiring them to sign in.
- Their departure time.
- All visitors will be given a visitors sticker, which they will wear as long as they are on site.
- All visitors are required to have photographic ID before they enter the premises.

**Offensive Weapons**

It is an offence on academy premises to be in possession of an offensive weapon.

**FCAT Weapons Policy**

### **Personal Property**

Students are discouraged from bringing valuable items to academy and in the event that they do so FCAT accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance regarding temporary safe keeping. Staff are responsible for their personal property.

### **Theft, Petty Vandalism, Minor Criminal Damage and Burglary**

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the academy is locked and the alarm is set off. Security monitoring is compulsory.

### **Reporting and Recording Incidents**

Each Academy must maintain an Incident Register detailing all events, which, while quite minor in nature, could be significant if they recurred and became persistent.

Incidents include:

- Trespass
- Aggressive behaviour by persons other than students around the academy building
- Matters reported by students
- Any other incidents giving cause for concern
- The Academy Business Manager/Site Team will retain the completed forms in an Incident Register
- The Incident Register regularly will be monitored to see if any patterns are developing and to consider the need for action

### **Site Security**

**All employees are responsible for the security of FCAT buildings and property.**

- At the end of the day each member of staff should ensure that all windows and external doors are securely closed prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by Business Manager/Site team.
- Risk assessments are in place and are available to be reviewed by FCAT health and safety lead annually.
- Property of the academy is marked clearly and permanently and this is publicised.

### **Contractors / Visitors**

Contractors on academy site are required to observe FCAT Contractor Policy and procedure. Visitors on academy site are required to observe FCAT Visitor Policy and procedure and this is overseen by the relevant Business Manager/Site teams.

**FCAT Contractor Policy** **FCAT Visitors Policy**

## Equality and Diversity Impact Assessment

Date: 26/09/2016	FCAT Security Policy	Assessor: GFL
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
<b>1</b>	<b>Disability</b>			
	Example: physical disabilities, learning difficulties or medical needs	x	Potential accessibility issues	Make a range of accessibility tools available e.g. 'text to audio', large text, etc., as needed.
<b>2</b>	<b>Gender</b>			
	Females/Males			
<b>3</b>	<b>Sexual Orientation</b>			
	Example: Gay, lesbian			
<b>4</b>	<b>Gender Reassignment</b>			
	Gender Reassignment			
<b>5</b>	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc.			
<b>6</b>	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
<b>7</b>	<b>Marriage/Civil partnership</b>			
	Marriage/Civil Partnership			
<b>8</b>	<b>Religion or Beliefs</b>			
	Example: Jewish, Muslim, Christian etc.			
<b>9</b>	<b>Age</b>			