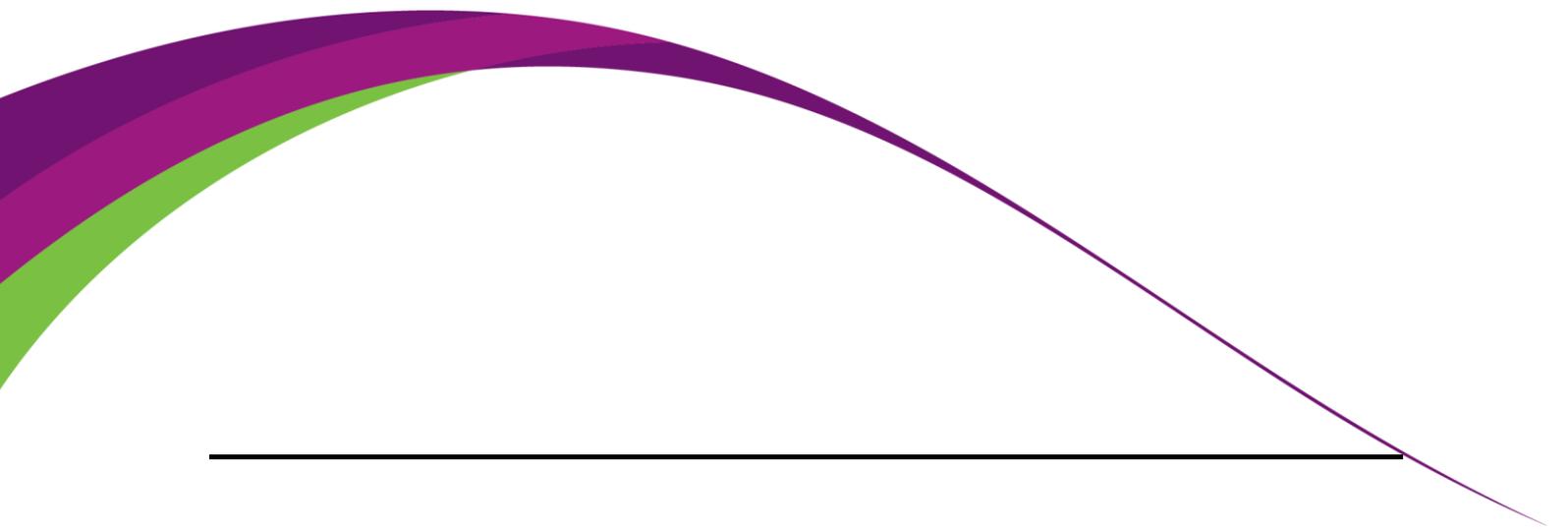




The Sutton Academy

Site Security Policy

Status	Statutory
Responsible Trustees' Committee	ALT
Date last approved by TB	Not Applicable
Responsible Person	Mr J Brian
To Review Date	December 2021
Last Amended Date	December 2019



Introduction

The Sutton Academy is dedicated to ensuring a safe and secure environment for all our students, staff and visitors. The aim of this policy is to inform everyone of the security system and control measures that are in place.

This policy is used in conjunction with the following policies:

- Health & Safety Policy
- E-Safety and Internet & Email Use Policy
- Fire Procedure Risk Policy
- CCTV Policy
- Lockdown Policy
- Safeguarding Policy
- Data Protection Policy

Roles and Responsibilities

The Trust Board is responsible for:

- Undertaking necessary security risk assessments in conjunction with the Principal
- Monitoring the performance of the Academy's security measures.
- Reviewing the Site Security Policy on a regular basis, revising when necessary
- Delegating the day-to-day implementation of this policy to the Director of Operations

The Academy Leadership Team are responsible for:

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, visitors and contractors of the Academy's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the Academy premises.
- Undertaking necessary security risk assessments in conjunction with the Trust Board.
- Ensuring appropriate arrangements are in place for the storage of money at the Academy.
- Banking money on a regular basis, ensuring that large amounts are not kept on the Academy premises, this is in line with the financial regulations
- Reporting any crimes to the police.

All staff members are responsible for:

- Signing in and out at main reception whenever they leave site, including lunch, off site visits etc.
 - Wearing their Academy Lanyard & ID at all times.
 - Securing windows and doors when rooms are not in use.
 - Ensuring that visitors sign in and out at the main reception.
 - Challenging any unidentified individuals.
 - Securing valuable equipment after use.
 - Ensuring the security of Academy equipment when taken off the Academy premises, such as laptops.
 - Acting in accordance with the Academy's Data Protection Policy (GDPR), ensuring that data and information is secure.
 - Reporting any security concerns to the Director of Operations
 - Their own property which they bring to the Academy site.
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The Estate Manager is responsible for:

- Maintaining the safe operation of physical and electronic security systems, including Academy fencing.
- Liaising with the IT Manager to ensure the correct operation of the '*Inventry*' system
- Liaising with the Site Team, ensuring the Academy entrances are locked or opened depending on the time of day and that it is effectively secured at the end of each day.
- Raising any security concerns with the Director of Operations immediately.

Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

Specific Arrangements

- Ensure that only the main entrance is open throughout the Academy apart from:
 - The 'Standards Gate/ which is opened at 8.00am 8.55am & 2:37pm - 2:50pm
 - The Marshalls Cross Gate which is opened at 2.37pm - 2:55pm
 - The Bike Sheds Gate which is opened at 2.40pm - 2.55pm
 - **These gates are manned during these times by a member of staff**
- Any gates that are opened for deliveries or access by staff must be manned by a member of staff and closed immediately after use
- The main car park gates are shared with the Sutton Leisure Centre and are opened at the start of the Academy day and locked at night by the Leisure Centre staff
- Once through the front entrance doors, access to the main building of the Academy is controlled by a keypad door operating system. Only staff, trainee teachers and sixth form students are allowed to use this method of entry. Anyone using this door must not allow anyone through who does not have an ID badge
- All members of staff, Trustees, trainee teachers and visitors are issued with an identification badge. This must be worn at all times when on the Academy site.

Visitors

- Visitors for whom we have all the necessary safeguarding including enhanced DBS clearance can be given unsupervised access to the site and must wear a green lanyard at all times
 - Visitors for whom we do not have safeguarding information e.g. visitors who come to the Academy in response to an invitation from an individual member of staff or an unexpected visitors who arrive without an appointment, will not be allowed into the Academy unless they are accompanied by the person who requested the visit or by a member of staff who understands the reason for their visit. If the visitor is not on our DBS checked list, they will be issued with a red lanyard and must be accompanied by all times. Individual staff members are responsible for planning and organising their visitors' time and for their welfare whilst they are on site. Unexpected visitors will be dealt with appropriately at reception according to the circumstances but no visitor will be allowed to enter the site without a lanyard and security badge.
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Security of the site out of hours

- At the start and end of the Academy day and during Academy holidays, staff may be vulnerable due to the limited number of people on site. Therefore, it is agreed that a limited number of doors are opened and to close and lock as many points of entry to buildings as possible without restricting access to staff, such as cleaners, who have to use the buildings.
- Any member of staff working in the Academy outside normal Academy hours must give prior notice to the site team in order for arrangements to be made for their access. Anyone working should do their best to protect the buildings and property of the Academy, but should not put themselves in danger doing so. They should not attempt to tackle fires, intruders or potential unsafe situations if they feel the situation is too dangerous.
- Students are advised to arrive and leave the Academy using routes that are well lit and if possible, walk in groups rather than alone. Those waiting to be picked up later than the normal Academy end time, should wait by main reception.

Security of the site during the Academy opening times

- Everyone on site has a responsibility to ensure that the security of all buildings and property in the Academy is preserved at all times.
- All necessary doors and gates will be unlocked during the day, however this does not mean that they are an open invitation to misuse. Vigilance is required at all times.

Disclosure Baring Service (DBS)/Criminal Records Bureau (CRB)

- All teaching and support staff and any volunteers working unsupervised with students at the Academy must hold a current enhanced DBS certificate. No one will be allowed on site unsupervised until the Academy have received the DBS details. All Trustees are also DBS checked.
- All contractors who are on site during normal Academy opening times and may be working alone, must hold enhanced DBS certificate. If work is planned and they do not come with the relevant information, the Academy has the right to refuse them access with no cost to the Academy, as highlighted in the Academy's contractor approval scheme. In some situations there may be an emergency call out, which does not allow time for the paperwork to be processed, therefore the contractor must be accompanied at all times.
- Outside contractors the Academy will ensure that all outside contractors follow the guidelines already noted in this policy. In addition the Academy will ensure outside contractors endeavor to carry out their work outside of normal Academy hours. In normal Academy hour's contractors should not be left alone or without supervision where contact with students may take place, the exception to this is if the contractor can provide written evidence to the Academy of employees being DBS checked.

Unknown visitors on site

- If someone is on site without any visible identification badge/lanyard, members of staff should ask to see their I.D. If they do not have one, they should take them to the Main reception to sign and explain the reason for their visit. If the visitor appears aggressive, acting suspicious or the member of staff has concerns about them, they should not approach them but should call for assistance.
- If an unknown member of the public is acting suspiciously in the car park or outside the Academy boundary, members of staff should follow the guidance above.

No dogs are allowed on site, except for assistance dogs,
