College Security Policy
December 2021

Policy Reference:
To be reviewed: Every Two years
Policy Owner: Richard Potter

Policy Progression Revisions		
Date	Reviewed by	Description of changes
December 2021	December 2023	New Policy

Date Approved	
Date Reviewed by	
Signature of Chair	
Print Name	

1. Rationale/context

1.1   Sir Harry Smith Community College will, in accordance with Section 175 of the Education Act 2002 and Government Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006, safeguard and promote the welfare of all children and young people at College.

1.2   We recognise that the children and young people within our College are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people. We recognise and accept our responsibility to provide a safe and secure environment for children, young people, members of staff and visitors to the College. The College's security procedures will operate within the framework described in this policy.

2. Groups and/or individuals with responsibility for ensuring the security of the College.

2.1 Governors

- The Governors will ensure that the College has a security policy and that this has been implemented.
- Governors will periodically review the College's security policy.
- Governors will delegate the day to day implementation of the policy.

2.2 Head Teacher

The Head Teacher will:

- Set up arrangements in College that comply with the security policy agreed by governors.
- Ensure that all staff within the College 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.

2.3 Staff
All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the College site.

2.4 Children and young people
- Children and young people will be encouraged to exercise personal responsibility for the security of themselves and others.

- Children and young people will cooperate with the arrangements made for the security of the College. Breaches of the College security arrangements are a breach of the College's Behaviour Policy.

3. Practical Arrangements

The College has agreed the following arrangements to ensure the safety and security of staff, children, young people and other persons using the College premises:

Security issue	Name	Specific Duties
Agreeing and reviewing the College security policy	Governors	Agree policy Review every 24 months

Day to day implementation and management of policy.	Head Teacher	Inform staff Monitor performance Review arrangements
Securing College entrance/exits as detailed in this policy	Site manager	Unlock/Lock gates at the directed times
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, swipe pads, fences).	Site manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office staff	Follow Visitors to College Policy, signing in procedures, check identity etc and Issue badges
Control of contractors	Site Manager / HR manager	
Security of money etc	Office staff	
Security Risk Assessment	Head Teacher	Review annually and inform Governing Body of findings

4. Information and Communication

All staff must be aware of the College's security procedures, especially staff that have been given a specific role to play. All staff induction will include the College's security policy and will be recorded on the employees training profiles. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the College's security arrangements as a condition of sharing use of the building.

5. Controlled access and egress during the College 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, 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. The College has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding students.

6. Buildings

The College will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and young people and ensure the personal safety of staff.
The access control procedures for the building are –
- All entrances to buildings are operated by a swipe card system for staff. Staff should use their swipe cards at all times.

- Signage directs all visitors to the main College entrance. This door is controlled by the OfficeTeam.

7. Grounds

The whole College is secured by means of physical restrictions. Access is mainly at the front entrance doors and is controlled by the office staff.

8. Control of Visitors

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

Our policy is that:
- All visitors report to the College reception on arrival and will be asked to sign in.

- All visitors are issued with a visitor badge and lanyard to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not College staff.

- Any person on site without a badge will be asked to accompany a member of staff to the College office or asked to leave the site.

- Any refusal will be reported immediately to the Head Teacher of College. Any aggression will be reported to the police.

- Visitors will not remove any items of College property without the express permission of College staff.

- For their own safety any authorised visitors will be given appropriate information on the College's health & safety procedures such as parking, fire safety and first aid.

- The College has a separate lockdown policy [critical incident] in case of attempted entry by unauthorised people.

9. Supervision of students

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

The transfer of children and young people from classrooms to transport is supervised by members of the Senior Leadership Team and members of staff on duty.

10. Co-operation with third parties, extended services and community groups

Our College security arrangements have taken into account any other third parties that use the College building or grounds. In most circumstances the arrangements for the College in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.
Community use is currently used only after College, weekends or in the College holidays. All community groups are given information/instruction on safety procedures. For further information please refer to the College's Lettings Policy.
The College building is routinely used after College in in College holidays for extended services. This is usually for their exclusive use and requires routine risk assessments following security guidance. From time to time building work or use by others is possible with joint agreement between extended services and Hilltop to ensure safety and security.

11. Supervision of contractors

Contractors and maintenance personnel will not always have been subject to DBS checks and should not have unsupervised access to children. They will therefore be controlled as follows –
- All will be given College badges and be expected to wear them.

- Will only carry out work agreed at the start of the contract and at the times agreed.

- Will be supervised at all times by College staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Regular external visitors and contractors to College have been contacted to provide details of their disclosure information. If returned this information is kept on the College's Single Central Record.

12. Lone Workers

Our College has Lone Working Policy and risk assessments for staff where there is a security risk due to the need to work alone.

13. Physical security measures

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 students. The governors 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 College
- Past incidents related to security including reporting of near misses and staff/student incidents.
- 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, 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 College to ensure the safety of staff and students. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

14. Locking arrangements

All front/main entrances have security locks in place. Doors cannot be opened from the outside/inside other than with a swipe card. Doors can be opened from the inside.

15. CCTV

There is a CCTV system in place and this has its own policy.

16. Cash Handling

We are a cashless site, the College does not keep large amounts of cash on the premises, any cash is kept securely locked away in the College safe. No cash should be kept in other areas of the College such as classrooms. Cash is banked regularly and at different times of the week / day.

17. Valuable equipment

All items above the value of £50 electrical items or those of a desirable nature are recorded on the College's Asset Register.

18. Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to College any valuable personal property. Staff are provided with lockers or a classroom store area for personal use. Lost property should be handed to the College office.

19. **Medicines**

Medication that is sent into College should be in a suitable and labelled container. These containers will be locked in the College's medicine cabinet in the First Aid. The key is available from the Office Team. Please refer to the First Aid Policy for further information.

20. **Risk Assessment and monitoring**

A security risk assessment will be completed annually by the Site Manager. The findings will be used in the review of this security policy.
Regular site inspections and health and safety walks are shared with SLT and the governors to inform College risk assessments and planning.

21. **Monitoring and Review**

This policy will be reviewed every 2 years by the College's Safeguarding Team and approved by the Governing Body.