



Alpha Training/Hawthorn Farm
Security Policy and Procedures

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Author / Reviewer responsible: DONNA REYNOLDS
Reviewed by: MICHELLE HOWDLE
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The Managing Director and Head Teacher, Michelle Howdle, recognises and accepts their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Alpha Training site at Hawthorn Farm.

The school's security procedures will operate within the framework described in this policy. Where appropriate the Managing Director will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Staff will be provided with enough resources, information and training to implement the security procedures. Staff, where appropriate, will 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.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Management

The Managing Director will ensure that the school has a security policy and that this has been implemented. They will monitor the performance of the school security measures. They will be responsible for:

- Setting up arrangements in Alpha Training that comply with the security policy
- Ensuring that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establishing a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensuring that all visitors, contractors and agency staff adhere to the security policy.
- Monitoring the implementation of the policy and security arrangements.

Staff

All staff will comply with this policy and the arrangements made by Management to ensure the safety of children, employees and others on the school site.

Control of visitors

- Office Manager to:
- Issue badges
 - Check DBS
 - Check photo ID



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Security of cash/cheques etc

Office Manager responsible for Security risk Assessment to be reviewed annually.

Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Arrangements

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

- Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the QA file.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school.

- Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils 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. Alpha Training, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

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

The access control procedures for the learning buildings are –

- The perimeter for learning is fenced off, indicating clear boundaries.
- All visitors are checked and issued a visitors badge.
- All regular visitors must produce an enhanced DBS along with photo evidence of their identity



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before they gain access to the school.

- Pupils are accompanied at all times on a 2:1 basis.
- Staff will challenge anyone who are found on the grounds without a badge.

Our policy is that –

- All visitors to site asked for DBS and photo ID. If they are working with children (more than one visit per month) or are in the company of a member of staff at all times.
- 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 school staff.
- Any person on site without a badge will be asked to a to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

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

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 school 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 school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to children.

CCTV

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 school informs people of this.

Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Lost



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property should be handed to Donna Reynolds, Office Manager where it will be kept for 6 months before disposal.

Monitoring and Review

The Managing Director will monitor the performance of this policy and report breaches, failings or security related incidents to the policy committee. This policy will be reviewed annually by the Office Manager.