



## **SECURITY AND RISK MANAGEMENT POLICY**

### **FOR SCHOOLS WITHIN**

### **THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley**  
**Hindley Green Community Primary School**  
**St. John's C. of E. Primary School, Hindley Green**  
**St. John's C. of E. Primary School, Abram**



# September 2017

## THE KEYS FEDERATION ACADEMY TRUST

### SECURITY AND RISK MANAGEMENT POLICY

The Security and Risk Management Policy for schools within The Keys Federation Academy Trust was reviewed during the Autumn Term 2017.

This document is a statement of good practice and strategies in maintaining and improving school security in and around our schools and to ensure whole school approaches to Risk Management. It is also to encourage participation from the community and raise general awareness in respect of Crime Prevention.

#### Aim

The aim of this policy is to ensure that the grounds and buildings of all our schools are kept safe, secure and in good condition at all times and provide good environments for those accessing their facilities.

#### Risk Management and School Security

At schools within The Keys Federation Academy Trust, the matter of security is regarded as one of paramount importance. The Schools and Directors are committed to Risk Management and the Directors' Resources Committee meet regularly to review security measures. The CEO and CFO have responsibility for Health & Safety and regularly reports to the above committee. This duty is discharged to the Principals and the Estates Manager at school level.

The Committee will endeavour to access grants when available and will implement a programme of keeping security up to date and in the forefront of our minds.

We believe that a positive and constructive approach to school security is necessary. We also believe that the way forward to achieving secure schools is by the local community, children, parents, staff and the local Police working as a team. Without the participation of this group of people, the physical security which has been implemented would be less effective.

Schools should not become fortresses, an unfriendly environment for teaching and learning. However, they should provide a security level to deter those of a criminal intent. In all instances, **the safety of the children is paramount**, and outweighs any inconvenience caused to staff and parents/carers.

The duty of care in relation to control of the premises is extended to any intruder on the basis of what is reasonable and practicable.

Risk assessments will be made regularly.

#### Security Measures already in place

1. Classroom doors are modified, to restrict entry, but to allow free exit.
2. Access doors have been reduced to a minimum. All visitors/contractors report to the main entrance. If visitors need to enter school, they are requested to sign in and are issued with a visitor's badge.
- 2a. If the visitor/contractor will be working with children they have to submit proof of DBS clearance and proof of their identity. This will then be recorded on the single central record.

- 2b. If the visitor/contractor is working near children and has not got proof of DBS clearance they will be escorted by a staff member.
3. Visitor's badges are issued to all Contractors or visitors who are unaccompanied in schools.
4. The Schools' Health & Safety programme raises the children's awareness of stranger danger and vandalism, and encourages them to take on some of the responsibility for security and the reduction of vandalism.
5. Valuable items have been property marked.
6. Trees and foliage are kept well trimmed, allowing good visibility.
7. Fencing is well maintained.
8. The buildings have alarm systems installed which are regularly maintained and linked directly to UIS Monitoring Services.
9. CCTV cameras are in operation around the building at Hindley Green CP School and St. John's C. of E. Primary School, Abram.
10. Automatic fire detection and evacuation systems, linked directly to UIS Monitoring Services, are in place. This is checked weekly. Fire extinguishers are regularly maintained. Fire drills are held on a termly basis.
11. Portable IT equipment is stored securely within the premises and small, valuable items reside within the safe when not in use.
12. All laptops are stored securely in a trolley overnight.
13. We have "close down" procedures in operation at the end of the school day.
14. The Trust and school inventories are stored in the software package, Parago, and accessible off site.
15. Cash handling procedures are in place in accordance within the Trust's Scheme of Financial Administration.
16. Contact between schools, the community Police and the LA Risk Management Co-ordinator is good. All reported cases of vandalism/trespass are investigated.
17. Health and Safety Regulations are in place, and observed.
18. All contractors inform the offices and are logged as being "on site" and are aware of their individual responsibility to health and safety practices.
19. The Key Holders responsible must ensure that all doors and windows are secure prior to activating the alarms and leaving the buldings.
20. The Key Holders must ensure that all accesses to the school sites are secured before leaving the premises.

This policy has been reviewed with due regard to the Equality Act 2010 during the Autumn Term 2017.

Signed        *S. Bruton*        CEO