



St. Joseph's Catholic Academy

In our School, may there be prayer,
learning and humour, hard work,
faith and friendship.



School Security Policy

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Bishop Chadwick
Catholic Education Trust

Policy details

Approved by:	Local Governing Committee
Last reviewed on:	September 2026
Next review due by:	September 2027

Policy statement

- The Local Governing Committee recognises and accepts its corporate responsibility to provide a safe and secure environment for children, employees and visitors to St Joseph's Catholic Academy.
- The school's security procedures will operate within the framework described in this policy
- Where appropriate the Local Governing Committee will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Local Governing Committee will provide staff with enough resources, information and training to implement the security procedures.
- The Local Governing Committee will, where appropriate, 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.

2.1. Local Governing Committee

- The Local Governing Committee will ensure that the school has a security policy and that this has been implemented.
- The Local Governing Committee will monitor the performance of the school security measures. This will be achieved –
 - By the health and safety link governor monitoring performance on their special interest visits
 - Via the Headteacher's reports
 - By all governors observing its implementation when they visit the school.
- The Local Governing Committee will periodically review the school's security policy.
- The Local Governing Committee will delegate the day to day implementation of the policy to the Headteacher.

2.2 Headteacher

The Headteacher will:

- Establish and maintain the arrangements in school that comply with the security policy agreed by the Local Governing Committee.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish and maintain a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent recurrence.
- 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 Headteacher to ensure the safety of children, employees and others on the school site.
- All staff are expected to challenge unknown adults not displaying appropriate identification.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	The Local Governing Committee and Senior Leadership Team	• Agree policy • Review every 12 months
Day to day implementation and management of policy.	Headteacher / School Business Manager / Health and Safety Lead	• Inform staff • Monitor performance • Review arrangements

Securing school entrance/exits as detailed in this policy	Site Team	Lock gates 8.30-9.05am and 3.00-3.30pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Team	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff / Site Team	Visitors will be issued with a colour-coded visitor badge reflecting their safeguarding status and level of supervision required. *
Control of contractors	School Business Manager / Site Team	Visitors will be issued with a colour-coded visitor badge reflecting their safeguarding status and level of supervision required. *
Security of money etc	Admin staff	Locked in safe
Security risk Assessment	Headteacher / Health and Safety Lead	Review annually and report findings to the Local Governing Committee to inform policy review and future security arrangements.

*Any visitor who has not been appropriately vetted and approved in accordance with safeguarding procedures will be supervised or escorted as required.

2.4 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.

3.1 Information and Communication

All staff must be aware of the Academy's security procedures, particularly those staff who have been assigned specific security responsibilities.

All staff inductions will include the Academy's Security Policy. Records of staff induction, training and updates will be maintained in accordance with the Academy's training and personnel record procedures.

These arrangements will be communicated to all third parties who use the premises and grounds. All users will be expected to comply with the Academy's security arrangements as a condition of their use of the site.

As appropriate parents and carers will be informed of the Academy's security arrangements and the expectations placed upon them when visiting the Academy or accessing the site for school-related activities.

Where appropriate, security arrangements, including visitor procedures, lockdown and invacuation procedures, and emergency arrangements, will be reinforced through staff training, communications and Academy policies.

3.2 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. St. Joseph's Catholic Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

Examples of matters considered within the security risk assessment include the integrity of perimeter fencing, gates, boundary security, access points, climbing hazards and any defects that may compromise site security.

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 building area;

The main building has only one single entrance through the school day. The single entrance is via reception desk. Only authorised visitors can access the school through reception doors.

All doors which maintain the secure line, except the main reception entrance, are locked down through school day. Staff must enter / exit only via main reception through main door.

Any unauthorised visitors are challenged by staff.

The secure line is formally inspected at least twice yearly and additionally through routine site inspections.

Staff are aware of number lock code for gates in case of evacuation / fire drill.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

We have a secure fence around the school fields which is 6-7 foot high. Different fences and gates are different heights.

Four gates have number code padlocks. Staff know the number code for these padlocks in case of fire evacuation. Local football team senior staff know the code as do Tivoli, the Trust grounds contractor.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

- Martin Nugent Elite Performance building is securely fenced off from school.
- No area of the school is open to the public through the school day.
- Parents can access site for football matches after school and on weekends.

3.4 Control of Visitors

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

Our policy is that:

- All visitors must report to reception on arrival
- All visitors are signed in and issued with a badge to wear at all times.
- Any visitor who has not been appropriately vetted and approved in accordance with safeguarding procedures will be supervised or escorted as required.
- Any refusal will be reported immediately to the Headteacher. 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 and safety procedures such as parking, fire safety and first aid.

3.5 Supervision of pupils

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

Locations where supervision is part of our safeguarding procedures –

Lunch and break time duties. Staff are on a weekly rota to supervise students during social times. This is reviewed and updated constantly by the lead teacher of duties.

Times of the day when supervision is part of our safeguarding procedures –

Students are supervised from 8am until 3pm. Students may be in the building post-3pm for extra-curricular clubs, homework club, intervention and detentions. These are supervised by the staff running these activities.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school 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 – community groups use the school sports hall, fields and main hall at weekends, after school and in school holidays. All contracts are managed by the business manager alongside the lettings coordinator and Site Team is also a point of contact. None of these groups use the school during the school day.

3.7 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.
- They will only park where authorised to do so.
- 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 if they do not hold a DBS. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

The Academy maintains a Lone Working Risk Assessment and Lone Working Procedures for staff whose roles may require them to work alone or in circumstances where there is an increased security risk. Staff must follow the requirements set out in the Academy's Lone Working Policy and associated risk assessments.

3.9 Physical security measures

The Local Governing Committee has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The Local Governing Committee 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 school
- Past incidents related to security
- 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 the Local Governing Committee will ensure that physical security measures are installed. Where physical security measures are not justified by the risk assessment, the Local Governing Committee will ensure that alternative control measures are implemented to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

The student entrance will only remain open until 8:30am each school day.

Gate to service yard is unlocked as needed for delivery drivers. It is locked immediately behind them to maintain the secure line. This is completed by Site Team and catering team.

3.11 CCTV

The Academy operates a CCTV system as part of its security arrangements. The system may be used to monitor and record incidents for the purposes of safeguarding, site security, crime prevention, investigation and, where appropriate, evidential purposes. Signage is displayed throughout the site to inform staff, pupils, visitors and other users that CCTV is in operation. The operation and management of CCTV will be undertaken in accordance with the Academy's CCTV Policy, Data Protection Policy and relevant data protection legislation.

3.12 Money and cash Handling

The Academy seeks to minimise the use of cash and promotes secure electronic payment methods wherever possible. Where cash payments are unavoidable, monies will be stored securely in a locked safe and handled only by authorised staff. Cash should not be counted or handled in public areas, and banking arrangements should be carried out discreetly, particularly when substantial sums are involved. Electronic payment systems used by the Academy will be managed securely and in accordance with the Academy's financial procedures, data protection requirements and internal controls.

3.13 Valuable equipment

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.14 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 school any valuable personal property.

Lost property should be handed to the school office where it will be kept to the end of the half term before disposal / donated to charity.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the school's medicine cabinet in the first aid room. The key is held by authorised first aid staff.

Arrangements for the administration of medicines are detailed in the medication in school policy.

3.16 Lockdown and Invacuation Procedures

The Academy maintains lockdown and invacuation procedures to protect pupils, staff and visitors in circumstances where remaining within the building is considered safer than evacuation. Examples may include an intruder on site, a serious local incident, a security threat, or emergency services advice.

All staff will receive appropriate information, instruction and training regarding lockdown and invacuation procedures as part of induction and ongoing updates. Where appropriate, procedures may be tested and reviewed to ensure they remain effective.

In the event of a lockdown or invacuation, staff, pupils and visitors will be expected to follow all instructions issued by the Headteacher, Senior Leadership Team, emergency services or other authorised personnel.

Detailed operational procedures are contained within the Academy's **Lockdown and Invacuation Policy and Procedures**, which should be read in conjunction with this Security Policy, the Safeguarding and Child Protection Policy, the Critical Incident Plan and the Fire Safety and Emergency Evacuation Procedures.

The Academy will review lockdown and invacuation arrangements regularly, including following any incident, exercise or identified learning point, to ensure continued effectiveness and compliance with safeguarding and health and safety requirements.

3.17 Critical Incidents and Business Continuity

The Academy maintains a Critical Incident Plan and Business Continuity Plan to support the effective management of serious incidents, emergencies and disruptions to normal

operations. These plans set out the arrangements for communication, decision-making, recovery and the continuation of critical functions. Staff with designated responsibilities will be familiar with their roles within these plans and will receive appropriate training where required.

3.18 Parents and Carers During Emergencies

The Academy maintains procedures for fire evacuations, lockdowns, invacuations and other emergency situations to safeguard pupils, staff and visitors.

In the event of an emergency, parents and carers should:

- Follow communications issued by the Academy.
- Not telephone the Academy unless there is an urgent and exceptional need.
- Not travel to the Academy unless instructed to do so.
- Follow any instructions issued by the Academy or emergency services.
- Ensure that emergency contact information held by the Academy is kept up to date.

The Academy will communicate with parents and carers as soon as it is safe and practicable to do so. Detailed emergency procedures are not publicly available due to the sensitive nature of the information and the need to maintain the effectiveness of the Academy's safeguarding and security arrangements.

Risk Assessment

A security risk assessment will be completed annually by the Health and Safety lead. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health and Safety Policy and Procedures Manual.

Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Chair of the Local Governing Committee.

The Local Governing Committee will monitor performance via the Headteacher's termly report and when visiting school.

This policy will be reviewed annually by the Health and Safety Lead and approved by the Local Governing Committee.



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