

Three Counties Academy Trust



Trust and School Security Policy

#SG34

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To be reviewed no later than August 31st 2026

Contents:

Common abbreviations and acronyms

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Working with other agencies
4. Physical security arrangements
5. Cyber-security
6. Equipment and belongings
7. School events
8. Access to the premises
9. Removing people from the premises
10. Violent crime
11. Reporting security concerns
12. Emergency procedures
13. Staff training and informing pupils
14. Testing security procedures
15. Information security

Monitoring and review

Common abbreviations and acronyms

AA	Admissions Authority	HASH	Herefordshire Association of Secondary Heads
AAI	Adrenaline Auto-Injector (Epi Pen)	HBV	Honour Based Violence
ACM	Asbestos Containing Materials	HR	Human Resources
AFH	Academies Financial Handbook	H&S	Health and Safety
AHT	Assistant Headteacher	HoS	Head of School
AIR	Attendance Intervention Reviews	HSE	Health and Safety Executive
APIs	Application Programme Interfaces	ICO	Information Commissioners Office
BAME	Black, Asian and Minority Ethnic Backgrounds	IHP	Individual Healthcare Plan
BCP	Business Continuity Plan	IRMS	Information and Records Management Society
BFR	Budget Forecast Return	IWF	Internet Watch Foundation
CAMHS	Child and Adolescent Mental Health Services	KCSIE	Keeping Children Safe in Education
CEO	Chief Executive Officer	KS1/2/3/4	Key Stage 1/2/3/4
CFO	Chief Financial Officer	LAC	Looked After Child
CIF	Condition Improvement Fund	LADO	Local Authority Designated Officer
CIN	Child in Need	LGB	Local Governing Body
CLA	Children Looked After	LLC	Low-Level Concerns
CMIE	Child Missing in Education	LSA	Learning Support Assistants
COO	Chief Operating Officer	MASH	Multi-Agency Safeguarding Hub

COSHH	Control and Substances Hazardous to Health	MAT	Multi-Academy Trust
CP	Child Protection	MFA	Multi-Factor Authentication
CPD	Continuing Professional Development	MFL	Modern Foreign Language
CSCS	Children's Social Care Services	NCSC's	National Cyber Security Centres
CSE	Child Sexual Exploitation	NPQEL	National Professional Qualification in Executive Leadership
CTIRU	Counter-Terrorism Internet Referral Unit	PA	Persistent Absence
CWD	Children with Disabilities	PAN	Published Admission Number
DBS	Disclosure and Barring Service	PECR	Privacy and Electronic Communications Regulations
DDSL	Deputy Designated Safeguarding Lead	PEP	Personal Education Plan
DfE	Department for Education	PEEP	Personal Emergency Evacuation Plan
DHT	Deputy Headteacher	PEx	Permanent Exclusion
DSE	Display Screen Equipment	PLAC	Previously Looked After Child
DSL	Designated Safeguarding Lead	PP	Pupil Premium
DPO	Data Protection Officer	PSHE	Personal, Social and Health Education
EAL	English as an Additional Language	PSED	Public Sector Equality Duty
ECT	Early Career Teacher	PTFA	Parent, Teacher and Friends Association
EHA	Early Help Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCNA	Education, Health and Care Needs Assessment	RHE	Relationships and Health Education

EHCP	Education, Health and Care Plan	RSHE	Relationships, Sex and Health Education
EHE	Elective Home Education	SALT	Speech and Language Therapist
ELSA	Emotional, Literacy and Support Assistant	SARC	Sexual Assault Referral Centre
ESFA	Education and Skills Funding Agency	SBM	School Business Manager
EVC	Educational Visit Coordinator	SCCs	Standard Contractual Clauses
EWO	Education Welfare and Safeguarding Support Officer	SDQ	Strengths and Difficulties Questionnaire
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FGM	Female Genital Mutilation	SEND	Special Educational Needs and Disabilities
FOI	Freedom of Information	SLA's	Service Level Agreements
FSM	Free School Meals	STEM	Science, Technology, Engineering and Maths
FTS	Find a Tender Service	TA	Teaching Assistant
GAG	General Annual Grant	TCAT	Three Counties Academy Trust
GDPR	General Data Protection Regulation	VSH	Virtual School Headteacher
GIAS	Get Information about Schools		
GPA	Government Procurement Arrangement		

Statement of intent

Three Counties Academy Trust (TCAT) recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the TCAT community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.

To identify the most prominent risks facing us, a thorough risk assessment has been conducted, which has been used to frame this policy to ensure that the control measures are appropriate and relevant.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

This policy and the associated procedures apply to all individuals entering TCAT premises. The policy will be available to staff and pupils, so they can recognise and understand the need to be more vigilant about their own safety and security.

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance and good practice including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE 'Controlling access to school premises'
- DfE 'School and college security'
- DfE 'Site security guidance'
- DfE 'Good estate management for schools'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Records Management Policy (FI2)
- Lettings Policy (FI7)
- Cyber-Security Policy (FI15)
- Data Protection Policy (FI20)
- Surveillance and CCTV Policy (FI21)
- Complaints Policy and Procedure (GN9)
- Health and Safety Policy (HS1)
- COSHH Policy (HS7)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Searching, Screening and Confiscation Policy (SG25)
- Visitor Policy (SG47)
- Guest Speaker Policy (SG49)

- Key Holder Policy (ST5)
- Premises Management Policy (ST6)

And the following internal documents:

- Security Risk Assessment
- Business Continuity Plan
- Bomb Threat Checklist
- Invacuation, Lockdown and Evacuation Policy (SG33)
- Cyber Response and Recovery Plans
- Cyber Crash Files

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibility

The Trust Board will be responsible for:

- Explaining who is accountable for the school estate at a Board and school level
- Undertaking or delegating to the Local Governing Bodies, annual Security Risk Assessments in conjunction with the Trust Estate Manager and Headteacher/Head of School
- Monitoring the performance of each school's security measures
- Reviewing the effectiveness of this policy
- Delegating the day-to-day implementation of this policy to the Trust Estate Manager and Headteachers/Heads of School
- Ensuring that each school's security is accounted for when considering requests to hire the premises, in line with TCATs Lettings Policy
- Appointing one or more competent persons to lead on school security – TCATs competent person is the Trust Estate Manager

The Trust Estate Manager will be responsible for:

- Advising on the effectiveness of this policy on an annual basis
- Ensuring the TCAT estate is well maintained, including the physical and electrical security systems

- Securing school entrances and exits during the day or delegating the responsibility to do so to an appropriately trained member of the Site Team
- Liaising with the named key holder, ensuring that each school is effectively secured at the end of each day
- Carrying out or delegating security checks on at least a weekly basis and maintaining a record of these checks
- Raising any security concerns with the Executive Headteacher/CEO, CFO and the Headteacher/Head of School immediately
- Ensuring Business Continuity Plans are followed in all site related matters
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established
- Prioritising risks and, in line with each school's and locally agreed procedures, implementing control measures to mitigate priority risks
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with TCATs Surveillance and CCTV Policy
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once each school has closed
- Seeking professional advice on security issues where necessary
- Conducting a Security Risk Assessment for each school in collaboration with the Headteacher/Head of School and Trust Board or where delegated Local Governing Bodies on an annual basis

The Executive Headteacher/CEO will be responsible for:

- Reviewing the effectiveness of this policy on an ongoing basis and based on annual Security Risk Assessment findings
- Budgeting for security measures effectively

The Headteacher/Head of School will be responsible for:

- Establishing relationships with local security networks and working with the police, local authority (LA) and others in the wider community to gather and share security-related intelligence
- Ensuring that their staff members are aware of the procedures set out within this policy and are provided with the required training
- Informing parents, pupils, visitors and contractors of TCAT about their school's security procedures
- Establishing a system for reporting, recording and managing breaches of this policy
- Ensuring that security is taken into account when considering any proposed changes to their school premises
- Undertaking necessary Security Risk Assessments in conjunction with the Trust Estate Manager, Trust Board or where delegated the Local Governing Body
- In collaboration with the Trust Estate Manager, reporting any crimes to the police
- In collaboration with the Trust Estate Manager, reporting security incidents to the police or emergency services where appropriate

All staff will be responsible for:

- Securing windows and doors when rooms are not in use
- Ensuring that visitors sign in and out at the school office
- Challenging any unidentified individuals and notifying the Headteacher/Head of School of any unauthorised person
- Securing valuable equipment after use
- Ensuring the security of TCAT equipment when taken off the premises, such as laptops
- Accessing TCAT premises in accordance with TCAT's Key Holder Policy
- Acting in accordance with TCAT's Data Protection Policy and Cyber-Security Policy, ensuring that data and information is secure
- Reporting any minor security concerns to the Headteacher/Head of School
- Reporting major security concerns directly to the police or emergency services, where appropriate
- Carrying their TCAT/school issued ID with them at all times
- Being responsible for the security of any of their own property that they bring to any TCAT site

Pupils and Parents are responsible for:

- Reporting anyone without an ID badge to a staff member
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously, if preferred
- Familiarising themselves with the requirements of this policy, to ensure they know what to do in an emergency
- Taking responsibility for their own security

3. Working with other agencies

The Trust Estate Manager and Headteachers/Heads of School will establish relationships with local services such as the police, the LA and others in the community.

The Trust Estate Manager will be responsible for maintaining these relationships to gather and share security-related information.

Strong links will be developed with the police to enable TCAT and each school to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.

The Trust Estate Manager will seek expert security advice where necessary and use this information when reviewing this policy.

4. Physical security arrangements

Each TCAT school will incorporate measures as outlined in the DfE's 'Site security guidance' to ensure that it is taking all the appropriate steps to protect the security and safety of the school premises.

Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the TCAT estate according to identified need.

Each school perimeter as appropriate will be protected with a secure fence or railings of a sufficient height to deter intruders. Gates will be the same height as fencing where possible, fitted with anti-lift hinges, and contain a suitable locking mechanism.

The Trust Estate Manager or a member of the Site Team will undertake weekly visual and physical checks of the school fencing, security glazing, gates and locks on any doors and windows, when the school is in use. The checks ensure that they are maintained to a high standard and are secure. Site staff will perform daily visual checks as they conduct their duties.

All ground floor or other easily accessible windows above ground floor level will have suitable key operable locks fitted for additional security where available. Glazing to doors and ground floor windows will include one pane of attack resistant laminated glass. Where these are not yet fitted, plans to do so at the earliest juncture will be formulated as part of the risk assessment process.

TCAT will implement a Searching, Screening and Confiscation Policy, which enables each school to check pupils, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.

Each school will be able to lock down parts, or all, of the school, in accordance with the Invacuation, Lockdown and Evacuation Policy and allow for local conditions through their site-specific plans.

Vehicle access will be restricted via the use of building controls where appropriate to do so that enables part of each school to be locked down, minimising direct access to school buildings e.g. by using speed bumps, warning and directional signage, barriers and structural furniture.

There will be directional signage so that individuals can find each School Office/Reception with ease.

There will be warning signs around each school that state the expected behaviour of individuals, and that the police will be contacted following any inappropriate or threatening behaviour.

Chemical and biological materials will be stored safely and securely, in line with industry standards and the TCAT COSHH Policy.

Members of the Site Team will ensure school gates are closed and locked (where possible) at the end of the school day at a time to be agreed by the Trust Estate Manager.

Where access to any TCAT school is required, such as for a large delivery, permission will be sought from the Headteacher/Head of School or the Trust Estate Manager prior to the event. The Trust Estate Manager or a delegated member of the Site Team will oversee the access.

School security alarms are tested on a monthly basis by the Trust Estate Manager or a delegated member of the Site Team. The key holder, delegated member of the Site Team or Trust Estate Manager ensures that each school alarm is set on a nightly basis. Confidential information will be stored in locked filing cabinets, which only authorised staff have access to.

Each school office will be secured whenever it is unattended, as it is the main entrance point to each school. Main vehicle and pedestrian access points will be overlooked by the school reception. The main entrance door to each school will be suitably signposted to visitors and contain an appropriate means of access control, e.g. a remote electronic lock release device with an intercom and visual verification. Secondary site access points will be kept locked unless required, e.g. to receive deliveries, but will be able to be unlocked from the inside in the event of an emergency. Where they are able to be, classrooms will be locked when they are not in use.

Fire exit doors will be kept free of external door furniture other than that required to perform its function.

Where installed, CCTV cameras will be in use and monitored in accordance with the Surveillance and CCTV Policy.

All visitors will be escorted to and from their destination within each school by a member of staff as appropriate.

Each school's security lighting will be maintained by the Trust Estate Manager and the Site Team. Security lighting will be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate and minimise potential hiding points.

Appropriate mechanisms will be in place to prevent unauthorised access to the roof and courtyard areas.

The Trust Estate Manager or delegated member of the Site Team will be responsible for ensuring that each school's security lighting motion detector is switched on every night but turned off each morning.

5. Cyber-security

The ICT Technician will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.

TCAT and each school uses a secure network that is password protected.

Staff members and pupils are aware of TCAT's Cyber-Security Policy and the measures that are in place to effectively manage risks caused by internet use.

All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.

Staff members and pupils will not use their personal devices for school-related work.

TCAT and each school will only use CCTV cameras that are able to be remote access capability password protected.

The Cyber-Security Policy will be reviewed in light of any new cyber security risks, e.g. a rise in targeted phishing attacks on schools, or statutory guidance, and updated where appropriate. TCAT schools will, where required, reference TCATs Cyber Recovery and Response Plan and their individual cyber crash Files to ensure the integrity of our systems is maintained.

6. Equipment and belongings

Any ICT suite(s) within TCAT schools, will be located in a position, e.g. the centre of the school or first floor, that makes it harder for an intruder to gain access. The suite will be thoroughly secured and covered by a monitored alarm and CCTV where available.

An inventory will be kept by the ICT Technician and the CFO of high-value items and items considered to be most at risk with photographic evidence, serial numbers and identification marks.

All electronic equipment will be stored in a secure location at the end of each day. Tablets and laptops will be stored in a lockable cabinet that is bolted to the floor. Computers that cannot be moved will be secured to the desk where appropriate to do so.

After using TCAT equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.

Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to TCAT premises.

Pupils, parents, visitors and contractors will be responsible for their personal belongings and TCAT will not be liable for any damage or loss which may occur.

Pupils will be advised not to bring valuable items to school unless absolutely necessary.

Where a pupil requires a valuable item to be brought to their school, they can arrange with their Headteacher/Head of School in advance for a secure place to store the item.

Any equipment that someone wishes to take off TCAT premises will be approved by the Headteacher/Head of School or Trust Estate Manager in advance and a record of the loan kept.

Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.

Outside play equipment, as well as sporting equipment, will be tidied away and secured at the end of use.

Each school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. TCAT is not responsible for any loss or damage that may occur.

Lost property will be stored in a designated area within each school, where it will be kept until the end of the subsequent term before disposal.

7. School events

During school events, all rooms except those required will be locked. Unless needed for the event, all equipment will be securely stored away.

The event organiser will be responsible for recording what equipment is being used for the event and ensuring that it is returned.

The Headteacher/Head of School will carry out an extensive risk assessment for each event that is organised for an educational reason. The Trust Estate Manager will ensure lettings have the information required to conduct their own risk assessments. A delegated member of the Site Team or a key holder will lock the premises after the event has finished.

During off-site events, all TCAT premises will be secured.

Individual staff members will not be left alone on TCAT premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment should be carried out.

8. Access to the premises

All TCAT premises are private property; however, parents of enrolled pupils have an 'implied licence' to access their school premises at specified times.

All staff members will be issued with an ID badge during their induction process, which must be worn at all times.

Upon arrival at any TCAT school, visitors will be directed to the School Office/Reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of staff.

All visitors will be made aware of, and will be expected to act in accordance with, TCAT's Visitor Policy.

All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.

The office staff will be responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

Individuals who are hiring any part of the TCAT estate will act in accordance with the Lettings Policy and their hire agreement.

Integrated access control systems will be installed to control, monitor and deny access when necessary.

The Trust Estate Manager will ensure that all access control systems are in place and effective, and, where problems are identified, will rectify them without delay.

9. Removing people from the premises

Where an individual has accessed the premises in a way that exceeds their 'implied licence', TCAT has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

Unidentified individuals who refuse to report to the School Office/Reception, become aggressive or are deemed to be a threat to the safety of the TCAT and school community, will be escorted from the premises and, where necessary, the police will be called.

In the event of abuse or threats to staff, pupils, parents or visitors, TCAT holds the right to bar an individual from entering specific or all TCAT

Before barring particular individual(s), the Headteacher/Head of School will make a proposal in writing to the Executive Headteacher/CEO who may impose a temporary ban to be reviewed by the Trust Board. All parties involved will be given the opportunity to formally express their views.

Letters and documentation concerning barring an individual(s) will be signed by the Executive Headteacher/CEO.

Following formal representations being made by the parties involved to the Trust Board, the bar will either be confirmed or removed.

All bars will be subject to review within a reasonable timeframe.

TCAT has the right to take civil action through the courts to stop persistent trespassers.

If a crime is committed on TCAT premises, TCAT has the right to remove the individual in question from the site and report the incident to the police.

10. Violent crime

All staff will be made aware of the indicators which may signal that pupils are at risk from, or are involved with, serious violent crime. All staff will be made aware of the associated risks and will understand the measures TCAT, and their school has in place to manage these, which are outlined in the Child Protection and Safeguarding Policy and Procedures.

Where there are concerns about weapons being brought on to school premises, the Executive Headteacher/CEO, Headteacher/Head of School and Trust Estate Manager will consider additional security mechanisms and consulting the police where appropriate, to ensure the TCAT and school community is kept safe.

Headteachers/Heads of School will liaise with the local police, community safety partners and other educational institutions in the area on how to address youth violence.

Pupils will be taught about the impact of violent crime and how to protect themselves from becoming involved in criminal acts.

11. Reporting security concerns

Missing or stolen equipment will be reported immediately to the SLT within the affected school or for specifically TCAT items to the Trust Estate Manager.

Unidentified individuals will be challenged immediately and reported to the School Office/Reception.

Concerns regarding the security of any TCAT school will be reported directly to the Trust Estate Manager and/or the Headteacher/Head of School.

Complaints about TCAT's security measures will be dealt with in line with TCAT's Complaints Policy and Procedures.

TCAT schools will implement procedures to enable pupils, parents and the local community to report any security concerns anonymously. This will be by the provision of an admin email address published on the school website.

If the DfE is made aware of an extremist or counter terrorism-related incident at any TCAT school, it will work with TCAT, the LA and other partners to ensure TCAT and the school is provided with the relevant support.

12. Emergency procedures

TCAT will establish formal procedures to responding to emergencies linked to the security of the TCAT estate and will conduct an estate risk assessment which considers emergency scenarios which may differ from one site to the next.

TCAT will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.

In the event of an emergency or a breach of security, the procedures outlined in the TCAT Invacuation, Lockdown and Evacuation Policy and an individual TCAT school's Invacuation, Lockdown and Evacuation Emergency Plan will be followed – staff members will be made aware of when it is appropriate to implement these procedures.

All staff members, pupils and volunteers, will be made aware of the individual TCAT school's emergency procedures as part of their induction, including those in relation to security alerts, trespassers and unidentified objects.

Each Headteacher/Head of School will notify the Executive Headteacher/CEO who will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.

If it is necessary for a TCAT school to be locked down, the procedures in TCAT's Invacuation, Lockdown and Evacuation Policy and the individual TCAT school's Invacuation, Lockdown and Evacuation Emergency Plan will be followed. The Headteacher/head of School, or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.

The Executive Headteacher/CEO, or if delegated the Headteacher/Head of School, will be responsible for dealing with any media enquiries about an incident.

Where appropriate, TCAT and the school's social media channels will be used to keep the public informed during a serious incident. Police advice and direction on how to share this information effectively will be sought.

If emergency procedures are carried out, the Headteacher/Head of School is responsible for ensuring that these are properly recorded.

This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

13. Staff training and informing pupils

Staff members will receive cyber-security related training on a regular basis.

All staff members and pupils will receive training in their school's emergency procedures and will be aware of what to do.

As the competent person, the Trust Estate Manager will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace.

Staff will receive safe handling training for chemical and biological materials, in line with TCAT's COSHH Policy.

Staff will be made aware of relevant security networks and be able to evaluate and assess the impact of any new initiatives on TCAT policy and its day-to-day operation, as well as how to protect themselves and pupils from harm, safeguard TCAT estate and be able to determine when it is appropriate to contact the police/emergency services.

Senior staff members will receive training in communications handling, particularly in relation to the press and media.

External providers and visitors will be invited into TCAT schools when necessary to help deliver security-related messages to staff and pupils. When determining whether an external provider should be invited into a TCAT school, the Headteacher/Head of School in addition to working within the scope of the TCAT Guest Speaker Policy, will also consider the following:

- What the desired learning objectives and outcomes of the session are
- Why an external provider needs to be used rather than an internal member of staff
- Whether the messages can be delivered in line with TCAT's Child Protection and Safeguarding Policy and Procedures
- Whether the external provider has the required skills and knowledge
- How the impact of the session will be evaluated

Pupils will be taught about security-related issues, e.g. staying safe online, through the PSHE curriculum.

14. Testing security procedures

The Trust Estate Manager will liaise with the Headteacher/Head of School to develop and agree a schedule of testing each school's security and emergency procedures.

These tests will be used to identify where improvements can be made and to enable each school to assess what the wider residual effects of an incident are likely to be.

The Headteacher/Head of School will determine whether neighbouring schools, the local police or other agencies should be involved in helping to evaluate practise drills and discuss any such arrangements with the Trust Estate Manager in advance.

15. Information security

The DPO will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy and Records Management Policy.

The DPO will provide training to staff on TCAT policies and procedures in relation to information security.

Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance and updated where appropriate.

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 31st August 2026.

Signed by:

_____ Executive Headteacher/CEO

Date: _____

_____ Board appointed Trustee

Date: _____