Trust and School Security Policy

#SG34

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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.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance 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

This policy has due regard to the following statutory and good practice guidance:

- DfE (2018) 'Controlling access to school premises'
- DfE (2019) 'School and college security'
- DfE (2019) 'Site security guidance'
- (2022) 'Good estate management for schools'

This policy operates in conjunction with the following Trust and school policies and documents:

- Key Holder Policy
- Premises Management Policy
- Visitor Policy
- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Complaints Policy and Procedures
- Child Protection and Safeguarding Policy
- Security Risk Assessment
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Surveillance and CCTV Policy
- Lettings Policy
- COSHH Policy
- Records Management Policy
- Searching, Screening and Confiscation Policy
- Business Continuity Plan
- PSHE Policy

2. Roles and responsibilities

The Trust Board will be responsible for:

- Explaining who is accountable for the TCAT estate at a board and school level
- Undertaking necessary security risk assessments in conjunction with the Executive Headteacher/CEO, CFO, Trust Site Manager and Headteachers/Heads of School
- Monitoring the performance of TCAT and its schools security measures
- Reviewing the effectiveness of this policy on a regular basis
- Delegating the day-to-day implementation of this policy to the Executive Headteacher/CEO, CFO, Trust Site Manager and Headteachers/Heads of School

- Ensuring that TCAT schools security is accounted for when considering requests to hire the premises, in line with the Lettings Policy

The Executive Headteacher/CEO will be responsible for:

- Appointing one or more competent persons to lead on TCAT/school security – the competent person is the Trust Site Manager
- Establishing relationships with local security networks and working with the police, LA, and others in the wider community to gather and share security-related intelligence
- Ensuring that all 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's security procedures
- Establishing a system for reporting, recording, and managing breaches of this policy
- Budgeting for security measures effectively
- Ensuring that security is taken into account when considering any proposed changes to TCAT premises
- Undertaking necessary security risk assessments in conjunction with the Trust Board
- Reporting any crimes to the police
- Reporting security incidents to the police or emergency services where appropriate
- Conducting a Security Risk Assessment in collaboration with the Trust Site Manager, CFO and Trust Board on an annual basis

All staff members are responsible for:

- Securing windows and doors when rooms are not in use
- Ensuring that visitors sign in and out at the TCAT offices or their school Reception
- Challenging any unidentified individuals and notifying the Headteacher/Head of School or Executive Headteacher/CEO of any unauthorised person
- Securing valuable equipment after use
- Ensuring the security of TCAT equipment when taken off TCAT 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 Data and Cyber-Security Breach Prevention and Management Plan, ensuring that data and information is secure
- Reporting any minor security concerns to the Headteacher/Head of School or Trust Site Manager
- Reporting major security concerns directly to the police or emergency services, where appropriate
- Carrying and displaying their TCAT/school ID with them at all times
- Being responsible for the security of any of their own property that they bring to TCAT property

As the competent person, the Trust Site Manager is responsible for:

- Ensuring the TCAT estate is well maintained, including the physical and electrical security systems
- Securing school entrances and exits

- Liaising with the named key holder, ensuring that each school is effectively secured at the end of each day
- Carrying out security checks on a bi-weekly basis and maintaining a record of these checks
- Raising any security concerns with the Executive Headteacher/CEO and Chief Finance Officer immediately
- Contributing to and ensuring a Business Continuity Plan is in place
- 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 TCAT, schools 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 TCAT's 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

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 Executive Headteacher/CEO, CFO and the Trust Site Manager will establish relationships with local services such as the police, the LA, and others in the community.

The Trust Site 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 to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.

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

4. Physical security arrangements

TCAT 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 TCAT premises.

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

Where possible, each school perimeter 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. Where there are deficiencies in fencing of perimeters this will be completed over the short to medium term so that all TCAT sites are secured to the same standard.

The Trust Site Manager will undertake bi-weekly visual checks of each schools fencing, security glazing, gates and locks on any doors and windows, ensuring that they are maintained to a high standard.

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 TCAT school will be able to lock down parts, or all, of the school, in accordance with the Invacuation, Lockdown and Evacuation Policy relevant to their school and plans.

Vehicle access will be restricted where possible via the use of building controls 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. Where this is not yet in place it should be planned to be introduced in the short to medium term.

There will be directional signage so that individuals can find 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.

Between the times of 9:15am and 3:00pm, the Trust Site Manager will ensure the school gates are closed where possible to do so.

Where access to a TCAT school is required, such as for a large delivery, permission will be sought from the Chief Finance Officer or Headteacher/Head of School prior to the event and the Trust Site Manager or member of their team will oversee the access.

School security alarms are tested on a weekly basis by the Trust Site Manager or their team. The key holder or Trust Site 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 or Reception will be secured whenever it is unattended, as it is the main entrance point to the school. Main vehicle and pedestrian access points will be overlooked by the school reception. The main entrance door to the school will 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 when not in use, e.g., to receive deliveries. Classrooms should be locked when they are not in use.

Where possible, CCTV cameras will be in use and monitored by designated staff approved to do so.

All visitors will be escorted to and from their destination on TCAT premises by a member of staff unless they are on the SCR and have had all checks completed.

Security lighting will be maintained by the Trust Site Manager and their team for all TCAT estate. 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 Site Manager is responsible for ensuring that each schools security lighting motion detector where present, is switched on every night but turned off each morning.

5. Cyber-security

The Network Technician in collaboration with BOSS (Border Office Supplies) 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 uses a secure network that is password protected.

Staff members and pupils are aware of the TCAT's Data and Cyber-Security Breach Prevention and Management Plan 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 TCAT and school-related work.

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

The Data and Cyber-Security Breach Prevention and Management Plan 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.

6. Equipment and belongings

Each school's IT suite or caddy provision will be located in a position, e.g., the centre of the school or upper floor, that makes it harder for an intruder to gain access. The suite will be thoroughly secured and covered by a monitored alarm as part of the school system and CCTV.

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 or room and where possible out of sight.

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 school, they can arrange with the 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 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 inside the building where possible at the end of use.

Our secondary schools 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 or adjacent to each school office or Reception, where it will be kept for the remainder of the academic year before disposal. We will regularly post updates on the volume and type of lost property to assist in its recovery.

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 Trust Site Manager and the Headteacher/Head of School will carry out a risk assessment for each on-site event.

The Trust Site Manager or their team will lock the school after the event has finished.

During off-site events, each school 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 will be carried out.

8. Access to the premises

TCAT premises are private property; however, parents of enrolled pupils have an 'implied licence' to access individual 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 a TCAT school, visitors will be directed to Reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of Associate 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 TCAT premises will be provided with an ID badge, which will be kept visible at all times.

Associate Staff manning Reception 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 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 Site Manager will ensure that all access control systems are in place and effective. Where problems are identified, the Trust Site Manager will rectify them immediately.

9. Removing people from the premises

In the event of abuse or threats to staff, pupils, parents, or visitors, TCAT holds the right to bar an individual from entering 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 Reception, become aggressive or are deemed to be a threat to the safety of TCAT and the school community, will be escorted from the premises and, where necessary, the police will be called.

In terms of barring particular individuals, the Executive Headteacher/CEO will make a proposal in writing to the Trust Board and all parties involved will be given the opportunity to formally express their views.

Letters and documentation concerning barring an individual will be signed by the Executive Headteacher/CEO. A Headteacher/Head of School wishing to enforce a ban from entry to premises must discuss this in advance with the Executive Headteacher/CEO.

Following formal representations being made by the parties involved, 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 our schools have in place to manage these, which are outlined in the Child Protection and Safeguarding Policy.

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

The Executive Headteacher/CEO and 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 Chief Finance Officer.

Unidentified individuals will be challenged immediately and reported to the Headteacher/Head of School.

Concerns regarding the security of TCAT schools will be reported directly to the Trust Site Manager.

The Executive Headteacher/CEO will promptly risk assess and discuss security concerns with the Trust Board to identify effective resolutions, e.g., installing CCTV systems.

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

TCAT will implement procedures to enable pupils, parents, and the local community to report any security concerns anonymously.

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

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 TCAT's Invacuation, Lockdown and Evacuation Policy and individual TCAT schools Emergency Plans 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 TCAT and individual schools emergency procedures as part of their induction, including those in relation to security alerts, trespassers, and unidentified objects.

The Executive Headteacher/CEO 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 Executive Headteacher/CEO and/or the Trust Site Manager will contact the police for advice.

The Executive Headteacher/CEO, or their delegate, will be responsible for communicating with parents while TCAT's and schools emergency procedures are being implemented.

The Executive Headteacher/CEO will be responsible for dealing with any media enquiries about an incident.

Where appropriate, TCAT and schools social media channels will be used to keep the public informed during a serious incident. The Executive Headteacher/CEO will liaise with the police on how to share this information effectively.

If emergency procedures are carried out, the Executive Headteacher/CEO and Trust Site Manager are 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 an annual basis in line with RPA requirements.

All staff members and pupils will receive training in the TCAT and individual schools emergency procedures and will be aware of what to do.

As the competent person, the Trust Site 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 and school 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.

Staff members will receive instruction or training in communications handling, particularly in relation to the press and media, on a regular basis.

External providers and visitors will be invited into TCAT and our 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 will 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
- 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, in line with the PSHE Policy.

14. Testing security procedures

The Trust Site Manager will develop a schedule of testing individual schools security and emergency procedures.

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

The Executive Headteacher/CEO will determine whether neighbouring schools, the local police or other agencies should be involved in helping to evaluate practise drills.

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 and school 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.

16. 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, Chief Finance Officer, and the Trust Site Manager in conjunction with the Trust Board and Headteachers/Heads of School. Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to all members of staff. All staff are required to familiarise themselves with this policy as part of their induction programme.

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

Signed by:

_____	Executive Headteacher/CEO	Date: _____
_____	Chair of Trust Board	Date: _____