Sawtry Village Academy

Premises Security Policy

1 Purpose

The Councillors of the Academy recognise their corporate responsibility to provide as far as reasonably practicable a safe and secure environment for the students and staff on and off site. They also acknowledge their responsibility to all other Academy users including parents, visitors and contractors while on site.

This Policy is supported by the SVA Fire Safety, Evacuation and Lockdown Policy, the Meridian Trust Safeguarding & Child Protection Policy, the Meridian Trust Managing Abusive Parents & Visitors Policy and the Meridian Home Visit Policy.

2 Application

The Councillors of the Academy will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and secure environment for all users of the premises, including employees.

This Policy applies to the whole site, which includes the main Academy site, the fields and community areas which are commonly used during the Academy day, including the Meridian Trust core offices, conference centre, and sports centre.

The Academy aims to ensure the existence of conditions which permit students and staff to go about their daily business in a secure and safe environment for both themselves and their belongings.

No security can be absolutely assured and external vigilance by all is essential. Nonetheless, these procedures seek to address potential areas of difficulty, which include:

- Visitors, including parents and guests of the Academy
- Contractors employed by the Academy.
- Car drivers, either visiting the main site or the sports fields.
- Organisations or individuals hiring Academy facilities.
- Intruders, including vandals, thieves and others.
- Computer viruses. (See the Meridian Trust E-safety policy for anything IT safety related).

The following have been provided to assist with Academy security: -

- CCTV in designated areas.
- Radios linked to an internal system for duty and patrol staff.
- Designated duty staff, including duty teams, patrol staff and access to senior staff
- An agreed Lockdown procedure
- Visitor information sheets.
- The site is covered by internal alarms

3 Security of staff and students during the Academy day

- Due to the location of the Academy parking facilities, it is normal that visitors may arrive via the Fen Lane entrance.
- The Academy Reception is clearly marked and all visitors should be directed to report to the main office.
- The Academy Reception normal hours of opening are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Friday.
- Visitors will be requested to sign in, stating the purpose of their visit.
- If they are not regular visitors, they will be provided with a green or red lanyard and an authorised Visitor badge to wear.

- Regular visitors, such as invigilators, Meridian Trust colleagues of Locality professionals may hold appropriate ID that may be used.
- All visitors and contractors are to log their vehicle details with reception.
- All staff are to register their vehicle with the Academy Office and park in designated areas to aid security of all vehicles.

3.2 Any member of the Academy community may approach a visitor who is not displaying a valid ID badge and offer to escort them to reception, or to guide them via the clearly marked signage, providing they feel comfortable doing so.

3.3 Students should be encouraged to report the presence of strangers to the nearest member of staff, who in turn is either to approach the visitor and establish their purpose of their visit or notify a member of SLT or Duty Staff via telephone, email or radio.

3.4 Particular behaviour of intruders may include: loitering; nervous or hesitant behaviour; asking unusual questions about procedures or unusual clothing such as coats on hot days. If at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned is to ask for assistance if necessary.

3.5 The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt is to be made by staff to remove the intruder from the premises, but the police should be called immediately. Please refer to the procedure outlined in the Meridian Trust Managing Abusive Parents & Visitors Policy.

4 Security of staff and students out of hours

A member of the Site Team is on site from 7.00 am to 6.30 pm Monday to Friday.

4.2 All staff are requested to leave the premises by 5.45 pm at the latest. The Academy facilities are secured by the site team from 5.45 pm. The only exceptions are as follows:

- Academy arranged function e.g. parent or Academy Council meetings.
- Pre-arranged Letting.
- The sports centre, fields or facilities used for sports activities and fixtures

4.3 There are no resident staff available on site to cover security once the members of the site team have departed.

4.4 If any damage to the property is discovered e.g. broken windows or forced entry and theft, it is important that the following procedure is followed:

- The extent of damage and any loss of equipment is to be quickly ascertained (Any evidence is not to be disturbed).
- The Principal and Site Staff are to be informed
- The person discovering the damage should remain in the vicinity until help arrives.

5 Security for Academy arranged functions

Any member of staff arranging an out of Academy hours function, must consider the security and locking up arrangements. Any arrangements are to be booked via the Main Reception and recorded on the booking system to ensure premises will be available and that heating can be arranged if necessary. Any additional facilities, such as chairs, required for the function are to be arranged by the organiser in liaison with staff recording the booking. It is the responsibility of the user to arrange for the return of any equipment or chairs etc. It is expected that facilities will be left ready for the following day.

5.2 If the function is to take place immediately after the usual Academy day, consideration must be made to the cleaning arrangements by consulting the Site Team.

5.3 If the function will extend/commence after 6.30 pm the site officer is to be consulted prior to the arrangements being finalised. Consideration is to be given to the security during the event and securing the premises at the end. The site team are to be informed who is due to secure the premises and the time scale involved.

5.4 Staff must not assume that the site officer will be available for duty without prior agreement.

6 Security of personal property

Students are asked not to bring anything of great value to Academy. Students who bring their phone to school do so at their own risk and should keep it in their bag. Students who choose to bring in laptops do so at their own risk, although lockers are provided at a charge to the student / parents. Free lockers are provided for the most vulnerable students and those with specific needs

6.2 In the event of students needing to store valuable or bulky items during the Academy day they should discuss the matter and make arrangements with either their tutor or head of house.

6.3 Students attending music tuition are provided with access to a secure area for storage of instruments.

6.4 Students who cycle to Academy must provide and use a suitable locking device. Cycles are to be secured within the designated areas and must be removed at the end of the Academy day. Cycles left on site may be removed by the site team for safekeeping. The Academy will not be responsible for replacing any locking device.

6.5 Individual staff are responsible for any personal items they bring to work. We request that staff do not bring items of high value and ensure keys, purses / wallets, phones are secured during the day.

7 Security of Academy property

Any item purchased by the Academy in excess of £200, which is portable and attractive, will be security marked and entered on the Academy inventory.

7.2 Any cash left on the premises is kept in the Academy safe in line with Policy and will be banked regularly.

7.3 Classrooms, store cupboards, lap safes and stationery stores are to be kept secured where practical. Classrooms should be locked when not in use and during break and lunchtimes if not supervised by a member of staff. Windows should be closed and locked at the end of the day.

7.4 If goods are to be removed for repair, staff should not allow the property to be removed without checking first with the appropriate Curriculum or Subject Lead or site officer and verifying the caller's authority.

8 Personal Safety

Staff are discouraged from lone working on the site, particularly at night. However, if lone working is necessary, the member of staff is to ensure that the site officer is aware of their presence on site and that access doors are kept locked. Additionally, it is desirable that a third party should also be informed of their whereabouts and expected departure time. Similarly, on leaving the premises, the site officer should be informed.

8.2 Lone working is discouraged in high risk areas, such as Science Labs, Art department, DT or site team workshops due to particularly high Health and Safety risks.

8.3 It is recognised that lone working is most likely to take place during home visits; staff should follow the protocols as set out in the Meridian Trust Home Visits Policy

9 Building Security

An effective intruder alarm is in operation and is always activated when the Academy is not in use. The security of the buildings is a joint responsibility between all staff, but specific responsibility is as follows:

- Teachers / Tutors. It is the responsibility of the teacher using a room for period 5 to ensure that the room is secure, windows closed and that equipment is switched off before leaving the premises.
- Rooms not in use during period 5 are the responsibility of the department whose subject it serves. Where rooms containing specialist equipment are manned by support staff technicians, they are responsible for switching off the equipment.
- It is the responsibility of the Subject Lead of PE or his/her staff to secure the sports facilities as appropriate after close of business including windows and doors closed and equipment switched off.
- The site team will check daily that the site is secured including that all windows and doors are locked and secured and all security alarms are set. If appropriate, they are to ensure that the gates are locked.
- The main reception door is fitted with an access control system. Access is granted by an ID card swipe system. If it is believed that security has been breached, the site officer must be informed in order to arrange a check on all ID cards.
- If a member of staff loses their ID card they must inform the site officer and the IT technicians immediately, including out of hours via email.
- Staff should remember that the cleaning of classrooms takes place in rotation from 3.00pm.

10 Other Security Points

The Academy buildings are installed with movement activated intruder alarms, which if triggered activate an alarm panel within the main reception.

10.2 Security lighting is provided across the site some through sensors activated by movement and others by switches. The perimeter fence has anti-vandal paint to discourage scaling the fence in some places where access is considered to be easier for intruders.

11 Conclusion

The well-being, safety of students and the security of the Academy are the responsibility of all staff. It is in the interests of both staff and students to be inquisitive when meeting individuals who are not recognised within the boundaries of the Academy site. A polite offer of help or guidance will hopefully deter the opportunist.

SLT (March 2025)
Leadership
This policy will next be reviewed in March 2026