



# **Security Compliance Code**

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## **1. Introduction**

West Norfolk Academies Trust strive to create and maintain a secure and safe environment for all students and staff at all of the schools associated with the Trust. Parents need to be confident that procedures are in place to provide this environment. Both students and staff should feel that their working environment is a safe place in which to work, but it is also important that visitors continue to feel welcome.

## **2. Aims**

Our aims are:

1. To ensure students and all those who work in the school to feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest Government recommendations and guidelines.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues
7. To minimise access to those not employed or contracted.

## **3. Scope**

This compliance code covers the following areas:

1. Key control, Security measures for visitors and buildings including out of hours call out,
2. CCTV systems and vehicle security.
3. Management of people including staff, visitors and contractors
4. Serious incidents and threats, Offensive weapons, Theft and burglary.
5. Security of equipment and cash

The school addresses Health and Safety matters, and this is the subject of a separate policy. Fire and emergency evacuation procedures are detailed in the respective school evacuation plan.

## **4. Roles and Responsibilities**

### **4.1 Headteacher**

The Headteacher shall:

1. Implement the security compliance code and requirements
2. Ensure all staff have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g., home visits, lone working).
5. Consult with local professionals as appropriate (e.g., police, road safety workers)
6. Provide appropriate information to students, staff, parents and visitors. 7
7. Monitor and review security measures.

### **4.2 Trust Estates manager**

The Trust Estates Manager, reporting to the headteacher is responsible for auditing of the sites to ensure compliance with the code and that foreseeable hazards are assessed and mitigated against.

### **4.3 Site Manager/ Caretakers**

The Site Manager / Caretaker, reporting to the Headteacher, is responsible for ensuring that all site safety facilities, entrances/exits and fencing are maintained in accordance with this compliance code and that control measures identified are in place. A security checklist is provided as an annex to this compliance code.

## **5. Key control**

The holding of school keys off site by members of staff is to be kept to a minimum at all times. All sites should utilise internal key safes for the storage of keys where possible with staff required to access the site utilising the external key safe to obtain the main door key as required.

## **6. Security Measures**

### **6.1 Site measures for visitors**

All schools use the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception.
2. All visitors are required to sign in and out at reception with information provided relating to Health & Safety, and safe guarding requirements.
3. Identification stickers/ badges and lanyards are provided for all visitors.
4. Where required visitors are held in reception until met by their point of contact/ escort.
5. Doors leading into the school and offices from the reception area have electronic controlled entry that is secured at all times.
6. No member of staff should admit access, to any area, to an unknown person unless proof of identity has been obtained.
7. Persons not displaying school visitor passes, ID or lanyards when on site are to be challenged accordingly.
8. All staff will be issued with ID cards which will include the name and photograph of the member of staff. These must be visible on the member of staff at all times whilst on the school premises.
9. Outside normal hours all sites must have a monitored security alarm system in place.

### **6.2 Security of the Building**

1. All staff are responsible for ensuring the electrical equipment is switched off when leaving their respective place of work.
2. Where confidential items or documents are held it is the responsibility of the staff member employed in the area to ensure security when not occupied.
3. Staff working late or out of hours are to confirm an agreed process with the site manager/caretaker to ensure the building is secured when leaving.
4. Monitored alarms systems are to be activated when the last person leaves the site.
5. The main door key is to be placed in the external key safe as required.

### **6.3 Alarm Call outs**

1. WNAT contract the out of hours attendance to an external security company who are to be the nominated as first contact in the event of an alarm activation. WNAT staff are not to attend call outs unless contacted by the security company if required as second contact.
2. To facilitate the attendance and minimise the number of school keys held off site the following provision is to be in place at each site

- a. Access to the site must be possible. The company is to be issued with an access card or key as required.
- b. Access to the main building must be possible. The main door key is to be held within an accessible key safe located externally near the main door. The company is to be issued with the code for the key safe.
- c. Access to main alarm panel must be possible. If the main alarm panel is located within a secured office then access must be provided. The company must be provided with the code or key to gain access. (Note – Key could be located within the external safe).
- d. Ability to activate/ deactivate the alarm must be possible. Where the alarm is controlled with a code the code must be shared. Where the alarm is controlled with a fob, a fob must be provided.
- e. Access to other buildings must be possible where required. A key safe located near the main alarm panel must contain additional keys allowing access to other buildings as required. The key safe should be code controlled and the code shared with the company. Additional alarm codes/ fobs must be provided if required.

The contracted company will deal with initial call outs and address any issues first hand. If required the company will then contact the allocated site contact if required.

**WNAT staff are not to attend any site as the initial call out**

**7. CCTV systems**

The WNAT IT manager and IT department are responsible for the installation of suitable CCTV provision at the site as required.

Access to the system should be provided for nominated staff only as per the WNAT CCTV Policy. Those nominated are to ensure that live feeds are restricted and not viewable by those not authorised to do so.

**8. Vehicle security**

Staff and, where permitted, student vehicles are to be parked in allocated parking areas only and vehicles are parked at the owner's risk.

Visitors vehicles are to be parked in allocate parking areas only and are parked at the owner's risk.

WNAT/ School leased vehicles are to be parked in a secured position during out of hours. Keys are to be secured within a suitable key safe located within the building. During operation it is the driver's responsibility to ensure that personal belongings and valuables are suitably controlled and that the vehicles is secured when unattended.

**9. People Management**

WNAT acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the students.

**9.1 Staff / Visitors**

The following rules shall apply to all individuals who come into contact with students

1. All staff are fully vetted before employment. Amongst other pre-employment formalities,

- this includes the taking up and receiving of acceptable references as well as checks with the Disclosure Barring Service (DBS). A single central record of staff is maintained.
2. All staff are provided with and are expected to have read and abide with the WNAT Code of Conduct
  3. All regular parent helpers (Volunteers) and School Governors are checked with the DBS before working unsupervised with students. A single central record of volunteers is maintained
  4. In exceptional circumstances the Head teacher may authorise helpers to work with students under constant supervision.
  5. Visitors at the school are obliged to wear identification stickers, badges and lanyards and staff are encouraged to challenge where this is not obvious.

## **9.2 Supervision of Contractors**

The Trust Estates Manager and Site Managers, where applicable, will have responsibility for the conduct of contractors and external maintenance personnel.

Contractors commissioned to carry out the servicing, inspecting, testing and maintenance of compliance requirements must provide a letter of assurance stating that the parent company has conducted due diligence checks of all employees. Contractors likely to attend WNAT sites are included in the WNAT contractor DBS system.

Contractors attending WNAT sites must provide photo ID and reception staff must confirm the individual is listed on the WNAT Contractor DBS system prior to allowing entry.

Where contractors are not listed or confirmation of ID is not possible, access to the site is at the discretion of the head teacher who must ensure suitable supervision is provided and maintained for the duration of the visit.

Contractors commissioned as part of a development, improvement or conditioning projects are not subject to the WNAT DBS System requirements as projects are to be allocated a suitable compound to deconflict from school operations. However, as part of the project pre-start meeting the principal contractor must be provided with a copy of the Contractor code of conduct and must be made aware of their responsibilities in regards to contact with students outside of the allocated compound area. Any requirement to operate outside of the allocated compound must be at the agreement of the Headteacher, Trust Estates Manager or Site manager, if applicable.

## **10. Serious Incidents or Threats**

In the event of any serious incident, staff should:

1. Minimise the risk to themselves, students and others.
2. Seek help as soon as possible

The welfare, security and protection of students, staff and visitors takes precedence over any other action required to contain the situation. The Headteacher or other senior member of staff must be informed as soon as possible. This person will then decide what action to take, which may involve initiating lockdown procedures, contacting the police and/ or informing parents.

After any such event, a detailed report will be prepared by the nominated individual. If required, a meeting will be held to review actions, make recommendations and take appropriate action to address any short comings. Information will be shared with all schools to highlight potential improvements at other sites. Statutory bodies such as the police, local authority etc. will be informed and consulted as required.

## 10.1 Offensive Weapons

The Headteacher has discretion to determine what constitutes an offensive weapon, or what may cause harm if worn or brought to school, and to implement any bans.

All teachers have search rights of students if they suspect the presence of an offensive weapon – another member of staff or police officer should be present as a witness.

Heads of Departments (HoDs) where there is potential access to sharps such as knives, chisels, screwdrivers etc are to ensure that a suitable method of control and accountability is implemented within the department

Site staff are to ensure offices and workshops are suitable controlled to prevent access to tools and items that may be deemed offensive weapons.

Contractors are responsible for the control of their own tools whilst on school site and must ensure that sharps are suitably controlled. Site teams should periodically monitor to ensure this is implemented.

**Any occurrence relating to potential missing items that may be utilised as an offensive weapon must be reported to the head teacher with immediate effect to allow suitable action to be taken.**

## 10.2 Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items. All WNT schools takes an active stance on this with items of high value 'security marked' and the banking of all monies such that large sums are seldom left on the school premises.

Suitable locks are used on doors and windows and schools actively encourage personal safety awareness.

Students and staff are discouraged from bringing in items of value and any incident of theft is to be reported and investigated.

Mobile phones may be brought into school by students but must be turned off and kept in their bag. Schools will not take responsibility for loss or damage to phones.

Students will be made aware of security issues at the appropriate level through a series of school-based activities. They will be:

1. Encouraged to be security conscious
2. Encouraged not to approach any adult without identification, but to tell a member of staff.
3. Taught how to take care of themselves and others.

Schools will take advantage of any opportunity to heighten student's security awareness. Students will be listened to, and their fears and concerns addressed

## 11. Security of Equipment

All items of equipment utilised by WNT schools remains the property of the school and as such must be kept well maintained and secure at all times. Site staff should ensure that all external storage units, buildings and sheds that are not covered by an alarm are suitable secured at all

times.

## **12. Cash Handling**

WNAT aims to operate a cash less system. Therefore, only minimal amounts of cash are held at each site following charity events or petty cash requirements.

Cash held on site is secured in an onsite safe or secure location and is deposited into the bank at the earliest opportunity by an allocated staff member.

## **13. Risk Assessment**

A security risk assessment will be completed by the Trust Estates Manager using the WNAT risk assessment template. The risk assessment findings will be discussed at termly H&S meetings and reviewed annually.



## ANNEX A – Security Checklist

Good site management includes a regular review of the security risks of the site. Specialist advice is available, but often a self-review is all that is needed to identify measures to be taken. The basic crime prevention principle is to view the location as a series of layers, peeling back each level of security that surround the valuable target. Start at the outside and work your way in. If a risk cannot be dealt with at one layer, go down to the next to work out if protection there will solve the problem.

**NOTE: Any issues identified when conducting an inspection should be dealt with as a priority. Where temporary control measures are implemented and permanent solutions are required the hazard must be included in the site general risk assessment or specific security risk assessment.**

Area	Requirement	Notes
Gates (Vehicle and Pedestrian)	<p>Are gates secured during the day with only staff or delivery access available?</p> <p>Is access to unauthorised vehicles suitably controlled?</p> <p>Is access to unauthorised visitors suitably controlled?</p>	
Site	<p>Are there areas where individuals could hide or gain unauthorised access to roofs or restricted areas such as boiler rooms?</p> <p>Is equipment stored to prevent climbing and access such as skips located away from buildings?</p> <p>Is signage legible and providing the correct information?</p> <p>Are visitors regularly challenged to display ID and lanyards?</p>	
Buildings	<p>Are external doors and windows suitably secure to prevent access to restricted areas such as boiler rooms?</p> <p>Are doors and windows well maintained and lockable?</p> <p>Is there sufficient security lighting in place to deter unauthorised access to site?</p> <p>Does the CCTV system cover all required areas?</p>	
Internal areas	<p>Are visitors suitably controlled at the main entrance point?</p> <p>Do all visitors sign in as requested?</p> <p>Can visitors bypass the main reception and enter buildings via other access points?</p>	

	<p>Is the alarm serviced, operational and monitored for all areas?</p> <p>Is the call out list up to date with correct points of contact?</p> <p>Are areas containing confidential information suitable controlled and secure?</p> <p>Is valuable equipment suitable stored out of view when not in use?</p>	
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